

SECTION CLOSED

6-5-47 epp

August 8, 1935.

Mr. W. Cleon Skousen,
2115 Pennsylvania Avenue, N. W.,
Washington, D. C.

Dear Sir:

With reference to your application for appointment to the position of **Typist or Messenger** in the Federal Bureau of Investigation, U. S. Department of Justice, you should call at Room 5752, Department of Justice Building, Pennsylvania Avenue between 9th and 10th Streets, N. W., at **10:00 A. M., August 14, 1935,** for the purpose of taking an examination. All material for use in connection with taking the examination will be furnished.

There are no vacancies in this service at the present time. In the event you attain a satisfactory rating in the examination, your application will receive consideration when it is possible to make additional appointments. **The entrance salary for the position of Typist is \$1200 per annum, and for the position of Messenger \$1200 per annum.**

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

CC - Room 5752

✓

[Handwritten signature]

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

TDQ:RCL

*File
702 for*

August 1, 1935.

MEMORANDUM FOR MR. TOLSON.

0

Mr. Willard Cleon Skousen was interviewed and presented a letter addressed to the Attorney General dated July 31, 1935 directed to the attention of Mr. Tolson recommending him for the position of either typist or messenger in the Bureau.

This applicant resides at 2115 Pennsylvania Avenue, Northwest, this city, is 22 years of age, single, and attended the San Bernardino Valley Junior College from 1933-1935 and received an associate of arts degree. He has had experience as a foreman, timekeeper, secretary and at the present time he is employed in a temporary capacity by the AAA as an audit clerk.

The situation concerning appointments was explained to him at the time of his visit and he was advised that in the near future he would be given an opportunity to take a typing test.

Respectfully,

T. D. Quinn.
T. D. Quinn.

67-69602-2

FEDERAL BUREAU OF INVESTIGATION
AUG 3 1935
U. S. DEPARTMENT OF JUSTICE

TOLSON

TDQ:RCL

August 3, 1935.

67-69000 3

Miss Vera Ward,
Secretary to Hon. William Gibbs McAdoo,
United States Senate,
Washington, D. C.

Dear Miss Ward:

Receipt is acknowledged of your communication dated July 31, 1935 addressed to Honorable Homer S. Cummings, and directed to the attention of Mr. Clyde A. Tolson, which was presented by Mr. W. Cleon Skousen, of San Bernardino, California, who is desirous of securing a position in this Bureau.

The situation concerning appointments was explained to Mr. Skousen in detail at the time of his visit and arrangements are being made for him to be accorded a special examination. In the event he qualifies, I shall be only too glad to give his case my careful consideration.

Sincerely yours,

John Edgar Hoover,
Director.

JPB

CARTER GLASS, VA., CHAIRMAN

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JOHN G. TOWNSEND, JR., DEL.
ROBERT D. CAREY, WYO.

United States Senate

COMMITTEE ON APPROPRIATIONS

July 31, 1935

KENNEDY F. REA, CLERK
JOHN W. R. SMITH, ASST. CLERK

Honorable Homer S. Cummings,
Attorney General,
Washington, D. C.

Attention: Mr. Clyde A. Tolson

My dear Mr. Attorney General:

Edward
Mr. W. Cleon Skousen, of San Bernardino,
California, now residing at 2115 Pennsylvania
Avenue, N. W., Washington, D. C., is an applicant
for a position as clerk-stenographer in the Bureau
of Investigation, Department of Justice.

Senator McAdoo is glad to endorse Mr.
Skousen and will appreciate anything you can do
to assist him in securing the position he seeks.

Respectfully yours,

(min) *Verward*
Secretary to Senator McAdoo

AUG 8 - 1935

67-6962-3

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WY

ack 8/13/35
H. H. H. H. H.
J. J. J. J. J.

Special Agent in Charge,
Washington, D. C.

August 19, 1935.

Dear Sir:

Please institute an immediate investigation to determine the following named applicant's character, reputation, ability and qualifications for the position sought:

Applicant: Willard Glenn Messers, Position: Typist or Messenger.
Address: 2115 Pennsylvania, N. W., Washington, D. C.
References and Personal History:

Applicant has been employed by the Agricultural Adjustment Administration, Washington, D. C. as Audit Clerk since July 1, 1935.

Applicant is 22 years of age, single and a legal resident of San Bernardino, Calif.; he was born January 20, 1913, Raymond, Alberta, Canada.

It is requested that a report of this investigation be submitted not later than August 26, 1935.

Office of Origin:
Auxiliary Offices:

Washington
Los Angeles

67-6962-4

I desire that you cause a very complete and thorough investigation to be made in the community in which the applicant has been a resident and has probably had business and social dealings. The investigation should not be confined to the references given as experience shows they are usually favorable, but you will be expected to check carefully the applicant's past life, standing and reputation in all previous business associations as listed above or such as your investigation may disclose.

Your report covering this investigation should be forwarded to the Bureau at the earliest practicable date.

CC - Los Angeles

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

August 19, 1935.

Special Agent in Charge,
Los Angeles, California.

Dear Sir:

Please institute an immediate investigation to determine the following named applicant's character, reputation, ability and qualifications for the position sought:

Applicant:

Address: Willard Olson Skousen,

References: 231 P. Adams, N. W., Washington, D. C.

Position:

Typist or Messenger.

President Nicholas Ricciardi, Sr., San Bernardino Jr. Coll., 786 Mission Drive, San Bernardino, Calif.

Dr. Phil Savage, Sr., Business & Prof. Bldg., 17th Street, San Bernardino, Calif.

Eben Blomquist, Board of Equal., Central Bldg., Mountain View Ave., San Bernardino, Cal

John Oakie, Bank of America, San Bernardino; Rialto, California.

Judge C. J. O'Connor, Colton, Calif.

Applicant attended San Bernardino High School, San Bernardino, Calif. from 1928 to 1930; San Bernardino Valley Junior College, San Bernardino, Calif., received Associate of Arts degree, from 1933 to 1935.

Applicant was arrested in 1927 for not having a Calif. Driver's license; and for speeding in September 1934. He is indebted to San Bernardino Rotary Club \$250.00.

Applicant is 22 years of age, single, and a legal resident of 1409 Waterman Avenue, San Bernardino, Calif.; he was born January 20, 1913, Raymond, Alberta, Canada.

It is requested that a report of this investigation be submitted not later than August 26, 1935 that you cause a very complete and thorough investigation to

be made of this applicant. The inquiries made should not be confined to the references given above, as experience shows they are usually favorable. Anything that your investigation may disclose further than the above references should be reported.

The office of origin in this case is Washington, and copies of your report should be forwarded to that office.

Your report covering this investigation should be forwarded to the Bureau at the earliest practicable date.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

CC - Washington

RECORD OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

August 14, 1935.

JDS:ERM

MEMORANDUM FOR MR. TOLSON

Re: WILLARD CLEON SKOUSEN -
Applicant Typist
or Messenger.

Typing Test: 97%.

Age: 22.

Education: High School,
Associate of Arts Degree -
San Bernardino Jr. College.

RECOMMENDATION: Favorable.

This applicant was afforded a personal interview
this date and given the Bureau typing test, his test paper
hereto attached.

This applicant presents a good personal appearance,
is a clean cut young man, possessed of a good physique, seems
rather resourceful and straight forward, and is mentally alert.
He came to Washington for the purpose of studying law and
plans on entering George Washington University next month.
His experience has consisted of employment as a foreman and
timekeeper with a construction company for ten months, and he
is now employed at the Agricultural Adjustment Administration
as an audit clerk, having secured a temporary appointment there
on July first of this year. He advised that he was an honor
student at high school and college and that he was student
body president and took part in debating and public speaking.
He also served as a missionary in England for two years. This
applicant would develop into a better-than-average employee
and it is suggested that a character investigation be conducted
concerning him.

I carefully explained the existing vacancy situation
to this applicant.

Applicant is endorsed by Senator McAdoo.

Respectfully,

J. D. Swenson
J. D. Swenson.

Investigate
see cu 3
cc office
8/16/35
invest out
8/19/35
my

Memorandum
JDS:ERM
8-2-35
Wag

W. Cleon Skousen,
August 14, 1935.

From the oldest written records, we find that personal identification has long been in use. When no other method of identification was known, convicts and slaves were given a particular mark which plainly showed their class. A few hundred years ago the best police forces hired men with good memories who tried to remember the faces of persons charged with crimes so as to be able to recognize them later. Later on, men whose duty it was to preserve law and order began employing better methods of recognizing persons and kept files containing the pictures of thousands of criminals. The identification of such persons forms a large part of the work of preventing and reducing crime. Indeed it is not only the most important means of obtaining the arrest of these persons but it also insures the more certain and just punishment of the guilty. The man who often breaks the law and who has already been convicted of several crimes deserves more severe punishment than the beginner in crime. Only when the past records of men under trial can be fully known, however, can greater punishments be justly given. In most cases, we can not know that a man is a hardened criminal except by means of careful identification.

Never before in the history of the country has the subject of crime been more widely discussed than at the present time. The public mind is awakening to the need of checking the criminal in order that life and property may remain reasonably safe. For a long time the criminal has been encouraged by the indifference of the public to ineffective methods of investigation and prevention of crime. Not only has the criminal widened the field of his attack with great boldness and speed, but he has also organized his work to make it more efficient and profitable. If law and order are to control crime, they must deal quickly and surely with this menace. In the past the public has too often been guilty of considering the criminal a romantic figure and of making him the object of public sympathy. One of the first steps which must be taken is the creation of a sound public attitude towards crime and criminals. Upon this step largely will rest the success or failure of the attempt to reduce crime in this country to the lowest possible level. More than a change in the attitude of the public is needed to solve the problem, however, for changes both in police methods and in the law are essential. The wider use of the methods already known to the police agencies of the various countries would in itself constitute a severe blow to crime.

10:14 to 10:23 (9 min.)

5-1-41
2-7-41

August 20, 1935.

**MEMORANDUM FOR MR. HAROLD M. STEPHENS,
THE ASSISTANT TO THE ATTORNEY GENERAL.**

There is submitted herein the name of Mr. W. Cleon Skousen of 2115 Pennsylvania Avenue, N. W., Washington, D. C., for your consideration in connection with his appointment to the position of Messenger in the Federal Bureau of Investigation. Mr. Skousen is endorsed for appointment by Senator William Gibbs McAdoo of California.

If you approve this recommendation, the formal request for Mr. Skousen's appointment as a Messenger in Grade Cu 3, with salary at the rate of \$1200 per annum, will be forwarded to the Department.

Respectfully,

**John Edgar Hoover,
Director.**

Approved and returned:

**Harold M. Stephens,
The Assistant to the Attorney General.**

67-69602 7

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✓

- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Chief Clerk
- Mr. Clegg
- Mr. Coffey
- Mr. Edwards
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Jones
- Mr. Quinn
- Mr. Nease
- Mr. Gandy

WRG:TW
67-69602-

August 20, 1935.

①
Mr. W. Gleen Skousen,
2115 Pennsylvania Avenue, N. W.,
Washington, D. C.

Dear Sir:

Reference is made to your application on file in the Federal Bureau of Investigation, U. S. Department of Justice, for appointment to the position of ~~Messenger~~.

In this connection, it is desired that you submit a report on your present physical condition. To this end, you should consult the Medical Officer in Charge, U. S. Public Health Service, Old Post Office Department Building, 12th and Pennsylvania Avenue, N. W., Washington, D. C., submitting the enclosed letter for his attention.

The ~~August 26, 1935~~ report should be forwarded to this office not later than

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

#292477
Encl.

67-69602-8

V.
N

8

WRG:TW
67-69602-

August 20, 1935.

Medical Officer in Charge,
U. S. Public Health Service,
Old Post Office Department Building,
12th and Pennsylvania Avenue, N. W.,
Washington, D. C.

Dear Sir:

The bearer of this letter, **Mr. W. Cleon Skousen**,
is a candidate for appointment to the service of the Federal
Bureau of Investigation, U. S. Department of Justice, as a
~~Messenger.~~

In accordance with arrangements previously made, it
is requested that a thorough physical examination be given to
determine the fitness of this candidate for the position in
question.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

67-69602-8

V.

65

August 24, 1935.

MEMORANDUM FOR MR. BORNBERGER, APPOINTMENT CLERK

It is requested that a letter be prepared appointing the following person to the position indicated in the Federal Bureau of Investigation, effective with entry on duty and payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation", DEPARTMENTAL:

<u>NAME</u>	<u>POSITION</u>	<u>VICE</u>
Mr. Willard Glen Skousen, Washington, D. C.	Messenger, Cu 3, \$1200 per annum	James P. Dewey, Jr. - resigned

A memorandum dated August 20, 1935, was forwarded to Mr. Harold M. Stephens, the Assistant to the Attorney General, recommending Mr. Skousen's appointment as a Messenger, Grade Cu 3, \$1200 per annum, which recommendation has been approved.

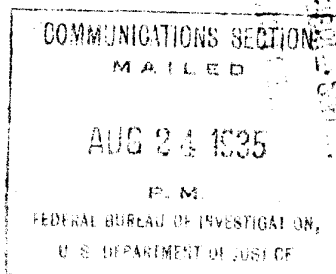
Very truly yours,

John Edgar Hoover,
Director.

Approved:

Harold M. Stephens,
The Assistant to the Attorney General.

CC: Mr. Bornberger
General Agent
Fiscal Control
Miss Eiddle



JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

August 20, 1935.

MEMORANDUM FOR MR. HAROLD M. STEPHENS,
THE ASSISTANT TO THE ATTORNEY GENERAL.

There is submitted herein the name of Mr. W. Cleon Skousen of 2115 Pennsylvania Avenue, N. W., Washington, D. C., for your consideration in connection with his appointment to the position of Messenger in the Federal Bureau of Investigation. Mr. Skousen is endorsed for appointment by Senator William Gibbs McAdoo of California.

If you approve this recommendation, the formal request for Mr. Skousen's appointment as a Messenger in Grade Cu 3, with salary at the rate of \$1200 per annum, will be forwarded to the Department.

Respectfully,

J. E. Hoover

John Edgar Hoover,
Director.

Approved and returned:

Harold M. Stephens

Harold M. Stephens,
The Assistant to the Attorney General

Wm. H. Bondinger
Aug 24 35

From
THE ASSISTANT TO THE ATTORNEY GENERAL
To
OFFICIAL INDICATED BELOW BY CHECK MARK

The Attorney General	
The Solicitor General	
Assistant Attorney General Dickinson	
Assistant Attorney General Keenan	
Assistant Attorney General Wideman	
Assistant Attorney General Sweeney	
Assistant Attorney General Blair	
Assistant Solicitor General MacLean	
Mr. Stewart, Administrative Assistant	
Mr. Hoover, Director of Investigation	
Mr. Bates, Director, Bureau of Prisons	
Mr. Beardslee	
Mr. Lawrence	
Mr. McMahon	
Mr. Suydam	
Mr. Carusi	
Mr. Dean	
Mr. Holtzoff	
Mr. Tolman	
Mr. McClure, General Agent	
Mr. Donaldson, Chief Clerk	
Mr. Sornborger, Appointment Clerk	
Mr. Moore, Division of Records	
Miss Berard	
Mrs. Wade	
Mr. Gallagher	
Miss Thomas	
Miss Bowers	

Mr. Nathan	
Mr. Tolson	
Mr. Baughman	
Chief Clerk	
Mr. Clegg	
Mr. Coffey	
Mr. Edwards	
Mr. Egan	
Mr. Foxworth	
Mr. Harbo	
Mr. Joseph	
Mr. Keith	
Mr. Lester	
Mr. Quinn	
Mr. Scheidt	
Mr. Schilder	
Mr. Tamm	
Mr. Tracy	
Miss Gandy	

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FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT **Washington, D. C.**

FILE NO. **67-6889**

REPORT MADE AT Washington, D. C.	DATE WHEN MADE 8-26-35	PERIOD FOR WHICH MADE 8-22-35	REPORT MADE BY GUY HOTTEL GH:AF
TITLE WILLARD CLEON SKOUSEN			CHARACTER OF CASE APPLICANT - TYPIST OR MESSENGER

SYNOPSIS OF FACTS: Willard Cleon Skousen was born at **Raymond, Alberta, Canada**, on **January 20, 1913**. Employed temporarily by **Agricultural Adjustment Administration** as **Audit Clerk** since **July 2, 1935**. Employment **satisfactory**. Residing at **2150 Pennsylvania Avenue, N. W.** Formerly employed by **Skousen Brothers, Albuquerque, New Mexico**. Nothing derogatory found concerning applicant. No credit or criminal record.

-P-

REFERENCE: Bureau letter dated August 19, 1935.

DETAILS: AT WASHINGTON, D. C.

Mr. John P. Evans, chief of Service Section, Agricultural Adjustment Administration, Room 429, old Post Office Building, stated that applicant has been employed by the A. A. A. as Audit Clerk since July 2, 1935; that he personally is acquainted with applicant and that his work has been entirely satisfactory while employed by the A. A. A. Evans further advised that applicant was appointed temporarily for a period of two months, and that the temporary appointment expires on September 2, 1935. However, the services of applicant will be required for an additional period of two months and his appointment has been extended for that length of time. Evans advised that he did not know anything concerning the personal habits of applicant.

The records of the personnel file of applicant as disclosed by Evans reveal that applicant was appointed temporarily for a period of two months on July 2, 1935, and has been serving

APPROVED AND FORWARDED: <i>JPM</i>	SPECIAL AGENT IN CHARGE <i>LS</i>	DO NOT WRITE IN THESE SPACES	
COPIES OF THIS REPORT 2-Bureau 1-Los Angeles 2-El Paso 2-Washington Field <i>wg</i>		67-69602-10	AUG 29 1935

in the A. A. A. as an assistant clerk at \$1,620 per annum in the Rental and Benefit Audit Section; that he completed grammar and high schools and graduated from San Bernardino Junior College on September 28, 1930; that he was appointed district secretary for the Church of Jesus Christ of Latter Day Saints at Sheffield, British Isles, and later was sent to northern Ireland as president of the Ulster district, and was honorably released in the latter part of 1932; that he was employed until September 1, 1932, by the Skousen Brothers Construction Company of Albuquerque, New Mexico; as a lineman at \$100 per month, and later as steamshovel and truck foreman at \$150 per month, and his last position was that of project timekeeper at \$175 per month. The file further discloses that applicant was born on January 20, 1913 at Raymond, Alberta, Canada; that his legal residence is 1409 Waterman Avenue, San Bernardino, California, and that he is single.

Mrs. E. L. Finney, resident manager of the Marquette Apartments, 2115 Pennsylvania Avenue, N. W., advised that she remembers applicant in name only, that he resided for a period of three or four weeks with another boy in the apartment, and then moved to the Keystone Apartments, several weeks ago. Mrs. Finney further stated that there were no complaints concerning applicant during his stay at this apartment.

Mrs. Alma Williamson, manager of the Keystone Apartments, 2150 Pennsylvania Avenue, N. W., stated that Skousen has been living at this apartment since August 1, 1935, with two other boys, both of whom are employed in the Government. Mrs. Williamson further advised that she has not received any complaints concerning applicant, and that his conduct has been satisfactory during his short stay at this apartment.

Miss Evelyn Hill, clerk at Stone's Mercantile Agency, Inc., 1415 H St., N. W., advised that there is no credit record of applicant at this agency.

Mr. Ambrose Durkin, record clerk of the Metropolitan Police Department, advises there is no record of applicant at the Police Department.

UNDEVELOPED LEAD:

THE EL PASO OFFICE, AT ALBUQUERQUE, NEW MEXICO, will make appropriate investigation at Skousen Brothers Construction Co. as to the employment record of Willard Cleon Skousen.

-PENDING-

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION UNDER EXECUTIVE ORDER, JUNE 18, 1923

(APPLICANT MUST FILL IN DOTTED LINES BELOW TO HEAVY LINE)

Skousen, W. Cleon
(Name)
2150 Pennsylvania Ave. N.W. Apt 903, Washington
(Post-office address)
Male January 20, 1913 D.C.
(Sex) (Date of Birth)

What examination did you take? Typist and messenger

In what Department and Bureau are you to be employed? Bureau of Investigation

In what City or Town are you to be employed? Washington D.C.

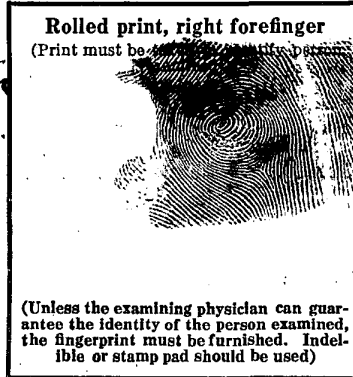
(PHYSICIAN SHOULD FILL IN THE FOLLOWING)

69 1/4 inches. * 152 pounds.
(Height, without shoes) (Weight, in clothing) (Weight, without clothing)

Males, without clothing; females, clothed but without wrap or hat.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on back of sheet)

1. Eyes: For distance: Without glasses: Right 30 Left 30 With glasses if worn: Right 20 Left 20
(Near vision should be reported in space provided on back.)
Evidence of disease or injury: Right Left
Color vision Method of testing color vision
2. Ears: (Consider denominators indicated here as normal. Record as numerators the actual distance heard.) Ordinary conversation: Right ear 20 ft. Left ear 20 ft.
Evidence of disease or injury: Right ear Left ear
3. Nose
4. Mouth
5. Throat
6. Thyroid (especially in women)
7. Heart If organic heart disease is present, is it fully compensated?
8. Lungs: Right Left If history of tuberculosis, has it been arrested for 1 year?
9. Inguinal rings (men only): Right Left Is truss worn?
(Any hernia should be noted, inguinal, ventral, femoral, etc.)
10. Varicose veins (If "Yes", state location and degree) Varicocel
11. Flat foot (If "Yes", state extent of impairment of function)
12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above
13. Scars of serious injury or disease
14. Nervous system (give symptoms and history)
15. Urinalysis (see over) Venereal disease
16. Has applicant ever received pension, compensation, allowance, retired pay, or training because of disability received while in military or naval service? No If "Yes", describe disability and state whether present now
17. In my opinion, applicant is capable of performing duties involving physical exertion.
(Arduous, moderate, or light)



(Place of examination)
8-24-35.
(Date of examination)

The examining physician must be in the Federal service

(Name of examining physician)

(Title, and branch of medical service)

*For males, to be taken only upon special written request of the official ordering examination.

This report is to be returned to the official of the U. S. Civil Service Commission requesting the examination

The aim of the Executive order of June 18, 1923, and of this examination thereunder is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

NOTES FOR EXAMINING PHYSICIAN

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations, as to—

1. **EYES.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses.*

2. **EARS.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **NOSE.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **MOUTH.**—Missing teeth, pyorrhea.

5. **THROAT.**—Tonsils, hypertrophy or disease.

6. **THYROID.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **HEART.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated.

8. **LUNGS.**—It is necessary that the auscultatory cough be used. Tuberculosis; if present, state whether active or arrested, and if arrested your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **INGUINAL RINGS.**—Hernia; no hernia, but impulse on coughing; no hernia or impulse, but abnormally large rings. Any other hernia should be noted, and if present describe fully and state whether it is retained by well-fitting truss.

10 to 13. Scars, deformities, atrophies, paralyses, or flat foot of such a nature as to incapacitate or become aggravated by work or be later alleged as caused by accident or occupation. By "flat foot", as used in this form, is meant a foot with impaired function, the term being equivalent to "fallen or misplaced arch", an abnormal condition. Impairment of function is the point to be noted. It is not intended that small, insignificant blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. Urinalysis to be made and blood pressure to be taken when especially indicated, particularly in persons over 40 when arteriosclerosis, nephritis, or diabetes is suspected.

Record, if taken—Urinalysis—Sp. gr. _____ Albumen _____ Sugar _____

Blood pressure: Mm. Hg. systolic _____ Mm. Hg. diastolic _____

If tachycardia is present, give pulse rate: Sitting _____ Immediately after exercise _____ Two minutes after exercise _____

REMARKS: _____

(Name of examining physician)

(Title, and branch of medical service)

*Near vision.

What is the longest and the shortest distance at which the paragraph below can be read by applicant: Test each eye separately.

{ Without glasses... R.in. to....in. With glasses, if used... R.in. to....in.
L.in. to....in. L.in. to....in.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examinations of applicants for and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representatives.
This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order September 4, 1924).
Jaeger 1; Snellen .50; Dioptic 37 D.

Examined for position in—

Department _____

Bureau _____

Title of position _____

Number of certificate upon which applicant's name appears _____

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

August 20, 1935.

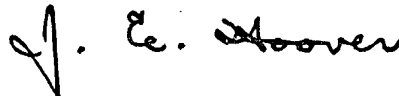
Medical Officer in Charge,
U. S. Public Health Service,
Old Post Office Department Building,
12th and Pennsylvania Avenue, N. W.,
Washington, D. C.

Dear Sir:

The bearer of this letter, Mr. W. Cleon Skousen, is a candidate for appointment to the service of the Federal Bureau of Investigation, U. S. Department of Justice, as a Messenger.

In accordance with arrangements previously made, it is requested that a thorough physical examination be given to determine the fitness of this candidate for the position in question.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. E. Hoover". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

John Edgar Hoover,
Director.

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT **WASHINGTON, D. C.**

L. A. FILE NO. 67-563

REPORT MADE AT Los Angeles, Calif.	DATE WHEN MADE 8/28/35	PERIOD FOR WHICH MADE 8/26/35	REPORT MADE BY L. V. BOARDMAN EL
TITLE WILLARD CLEON SKOUSEN			CHARACTER OF CASE APPLICANT - Typist or Messenger

SYNOPSIS OF FACTS:

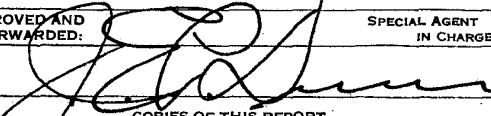
Applicant attended San Bernardino High School from 1928 to 1930; San Bernardino Jr. College from 1933 to 1935, receiving good grades. School authorities state SKOUSEN was very outstanding student being especially proficient in public speaking. References advise that applicant is an unusually capable young man; that his morals are above reproach and that he gained prominence in participation in public speaking contests. Rotary Club granted loan to applicant because of his outstanding ability in junior college. San Bernardino police records fail to reveal any record of arrest of applicant on traffic violations. Neighborhood investigation highly satisfactory. No criminal record found.

RUC

REFERENCE: Bureau letter dated August 19, 1935.

DETAILS: **AT SAN BERNARDINO, CALIFORNIA**

Mrs. L. SEEGMUELLER, Registrar's office, San Bernardino High School, advised Agent that the records indicate that applicant entered San Bernardino High School on September 17, 1928, and was graduated in June 22, 1930, having attended that institution during his junior and senior years. Miss Seegmueller advised Agent that applicant's grades were well above average; that he was considered to be an outstanding student; that he participated in public speaking and dramatics during his high school career and did excellent work in those subjects. There were

APPROVED AND FORWARDED: 	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES	
COPIES OF THIS REPORT 2 Bureau 2 Washington Field 2 Los Angeles		<div style="font-size: 2em; transform: rotate(-15deg); display: inline-block;"> 67-12163-12 </div> <div style="margin-top: 20px; font-size: 1.5em;"> SEP 4 1935 </div>	

no adverse comments listed on applicant's scholastic record. Agent was advised by Mrs. Seegmueller that she knew SKOUSEN personally and was of the opinion that he was an exceedingly capable young man and that his moral character, to her knowledge, is above reproach.

The records at the San Bernardino High School indicated that applicant attended the Juarez High School in Chihuahua, Mexico, from 1926 to 1928 and received an average of B plus while in that school.

Miss HAZEL E. WILSEY, Assistant in the Registrar's office, San Bernardino Valley Jr. College, advised Agent that applicant's records reflected that he took 67 units and made 109½ grade points. Agent was advised that applicant's grades were well above average during his attendance in that institution from 1933 to 1935. Miss Wilsey stated that Mr. Skousen was one of the most outstanding students that they had had in that institution since its inception. With respect to extra curricula activities, Miss Wilsey stated that applicant had shown unusual ability in debating and public speaking but that he had not participated in athletics; to Miss Wilsey's knowledge Mr. Skousen bore a very good reputation during his attendance at San Bernardino Jr. College. Miss Wilsey has never heard anything detrimental to Mr. Skousen's character.

Miss Wilsey advised that the records reflect that applicant was born January 20, 1913, at Raymond, Alberta, Canada. Agent was advised that Mr. NICHOLAS RICCIARDI, president of San Bernardino Jr. College, who is listed by applicant as a reference, could be reached at Grand Hotel, Santa Monica, California. Miss Wilsey further advised that President Ricciardi had always spoken very highly of WILLARD CLYDE SKOUSEN.

Mr. J. B. CLAYPOOL, president of the Rotary Club, San Bernardino, advised Agent that he was well acquainted with applicant; that the Rotary Club granted him a scholarship loan of \$250.00, which amount could be repaid at any time in the future; that the members of the Rotary Club considered applicant to be one of the most outstanding students that had ever attended the San Bernardino Jr. College. With respect to Mr. Skousen's character, Mr. Claypool stated that to his knowledge his character was very good and that he has never heard any adverse criticism concerning the manner in which applicant conducted himself. Mr. Claypool stated that he was very glad to be able to recommend applicant for a position of responsibility. Agent was advised by Mr. Claypool that at the time the \$250.00 loan was granted to Skousen by the Rotary Club the Rotarians had made an investigation which revealed that Skousen was not indebted to any other individuals.

Mr. J. M. OAKLEY, Assistant Vice President of the San Bernardino branch of the Bank of America, advised Agent that he had known applicant during the last three years; that, in his opinion, Mr. Skousen has a very pleasing personality, is aggressive, ambitious and trustworthy. Mr. Oakley further stated that he has on numerous occasions been advised, in his capacity as clerk of the Board of Trustees of the San Bernardino Valley Jr. College, that applicant was an especially outstanding student. Mr. Oakley advised Agent that he thought Mr. Skousen had a very brilliant future in store for him.

Dr. PHILIP SAVAGE, SR., Business and Professional Building, advised Agent that he has been acquainted with the Skousen family and applicant for approximately 20 years; that he knows the Skousen family to bear a very good reputation in San Bernardino. Dr. Savage advised Agent that applicant is unusually capable, honest and trustworthy. Dr. Savage stated that applicant is very well thought of in San Bernardino and has displayed unusual ability during his high school and junior college career. Dr. Savage was unable to state whether applicant had done any outside work while attending junior college but was of the opinion that he had broadcast over KFXM, local radio station, on several different occasions.

Mr. EBEN BLOMQUIST, Board of Equalization, Central Building, advised Agent that he has been acquainted with CLEON SKOUSEN for approximately seven or eight years; that applicant achieved recognition through his ability to speak while in the San Bernardino Junior College; that from 1930 to 1932 applicant had spent two years traveling in England as a student missionary for the Mormon Church; that during his travels abroad he had received very valuable experience; that, in his opinion, Skousen was an unusually capable lad and did not have any bad habits. Mr. Blomquist was unable to furnish Agent with the names of any of applicant's former employers and stated that he was quite sure that applicant had not worked for any people in San Bernardino. Agent was advised by Mr. Blomquist that applicant has good health and should be able to do any type of work for which he is qualified. Mr. Blomquist did not hesitate to highly recommend applicant for a position of trust.

Mrs. LIBBY SHUGARD, Chief Clerk of the police court, San Bernardino Police Department, advised Agent that, on examining traffic records of that city from 1920 to present date, she was unable to find any record where applicant had been arrested for not having a California Driver's License or for speeding. She further stated that, according to her records, applicant has never been arrested for any traffic violations. A notation was found in the records, however, to the effect that Leroy B. Skousen, 1409 Waterman Avenue (address at which applicant lived in San Bernardino) was arrested on May 1, 1934, for overtime parking. The records indicated that Leroy Skousen operator's license was suspended for five days. Mrs. Shugard explained that it was possible for applicant to have been arrested for not having a driver's license without a record having been made. A check of the felony records at the San Bernardino Police Department failed to reveal any record.

At the Sheriff's Office, San Bernardino County, Mr. W. T. Russell of the Identification Unit advised Agent that a thorough search of his records fail to reveal any criminal record for applicant.

Mrs. E. F. MUELLER, 1406 Waterman Avenue, a neighbor of Skousen, advised Agent that she has known the Skousen family for approximately ten years and that the Skousens bear a very good reputation in that neighborhood. Mr. Mueller further stated that the best recommendation she could give for Cleon was to state that, if she had a son, she would desire him to be like Cleon. To her knowledge applicant has a very good character. Mrs. Mueller at great length spoke of applicant's achievements while he was attending the San Bernardino Junior College. As his achievements have been previously mentioned, no

information on this matter given by Mrs. Mueller is being set forth.

Mr. ROY GILLESPIE, 1321 Waterman Avenue, a neighbor, advised Agent that applicant, in his opinion, is a very capable young man, is honest, industrious and entirely trustworthy. Mr. Gillespie had no adverse criticism to make concerning Cleon or the Skousen family.

Mr. H. B. BAICHLY, program director of KFKM, radio station, advised Agent that applicant had appeared on several programs sponsored by the San Bernardino Junior College. Mr. Baichly also recalled that Skousen had given one or two political speeches during the last political campaign. In Mr. Baichly's opinion, applicant is a very clean cut, capable young man.

AT COLTON, CALIFORNIA

Judge C. J. O'CONNOR, Loews-Arcade Building, advised Agent that he became very well acquainted with applicant during the latter's attendance at San Bernardino Valley Junior College, due to the fact that he was the president of the Board of Trustees. Judge O'Connor stated that in the Spring of 1935 CLEON SKOUSEN had won first place in an extemporaneous contest held at Salt Lake City, Utah. Judge O'Connor further stated that he felt that this was an outstanding achievement because he had successfully competed in the Western Association of Teachers' Speech, which comprised the entire Western division of the United States. Agent was further advised that applicant was considered to be the most outstanding student that they had had in the San Bernardino Jr. College for several years. Judge O'Connor stated that applicant while in attendance at that institution displayed good qualities of leadership, was industrious and entirely trustworthy. Judge O'Connor unqualifiedly recommended applicant for a position of trust.

AT SANTA MONICA, CALIFORNIA

Mr. NICHOLAS RICCIARDI, president of the San Bernardino Junior College, who is presently on vacation at the Grand Hotel, stated that applicant had been a very capable student during the two years he was in junior college; that he had shown exceptional ability in public speaking and had won an extemporaneous contest in Salt Lake City, Utah. Mr. Ricciardi advised Agent that, to his knowledge, applicant had not been employed by anyone in San Bernardino but had devoted most of his time to school work. Mr. Ricciardi stated that applicant had broadcast over KFKM Radio Station, San Bernardino, on behalf of the San Bernardino Junior College and had also made several political speeches over the radio. Mr. Ricciardi stated that, to his knowledge, applicant's character is above reproach and that applicant's physical condition was very good. According to Mr. Ricciardi, CLEON SKOUSEN was president of the student body of San Bernardino Junior College in 1935. Mr. Ricciardi felt that applicant would be an asset to any organization.

REFERRED UPON COMPLETION TO OFFICE OF ORIGIN

UNITED STATES BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT

WASHINGTON, D.C.

FILE NO. 67-139.

REPORT MADE AT: El Paso, Tex.	DATE WHEN MADE: 9-13-35	PERIOD FOR WHICH MADE: 9-12-35	REPORT MADE BY: J. A. Street.
TITLE: WILLARD CLEON SKOUSEN.			CHARACTER OF CASE: APPLICANT - TYPIST OR MESSENGER.

SYNOPSIS OF FACTS: Applicant was employed by the Skousen Construction Co. part of 1932 and 1933 as timekeeper and lineman at Cottonwood, Ariz. He is a nephew of the Skousen Brothers but never resided in New Mexico. While in their employ his work was very satisfactory and his habits good. Applicant attended school at Phoenix, Ariz., and Salt Lake City, Utah.

- RUC -

REFERENCE: Report Guy Hottel, Washington, D.C., 8-26-35.

DETAILS: AT ALBUQUERQUE, N.M.

E. A. Bennett, Bookkeeper for the Skousen Brothers Construction Co., with offices at Albuquerque, N.M., was interviewed and stated that it was his belief that applicant is a nephew of D. D. and N. J. Skousen who recently moved their offices to Albuquerque; that during the latter part of 1932 and the first part of 1933 the Skousen Brothers were contracting work in Arizona and had a contract for road work at Cottonwood, Ariz.; that applicant was timekeeper, lineman and truck foreman; that he filled each place with credit, and that applicant was industrious and possessed of good habits.

DETAILS:

Mr. Bennett further stated that applicant never lived in Albuquerque and only worked for the construction company on the Cottonwood, Arizona, job and that he does not believe applicant was ever in Albuquerque; that his information is that applicant attended school at Salt Lake City, Utah, and Phoenix, Ariz., as he had heard applicant speak of going to school at each of these places and that he has probably lived at Salt Lake and Phoenix.

Mr. Bennett advised agent that the Skousens are now in Arizona for the purpose of bidding on some construction work and

<p>APPROVED AND FORWARDED: <i>[Signature]</i></p> <p>COPIES OF THIS REPORT FURNISHED TO:</p> <p>Bureau-2; Wash. Fld.-2; Phoenix-2; Salt Lake-2; El Paso-2.</p> <p style="text-align: right;">JAS:bgs</p>	<p style="text-align: center;">SPECIAL AGENT IN CHARGE</p> <p style="text-align: center;">UNITED STATES</p> <p style="text-align: center;">BUREAU OF INVESTIGATION</p> <p>ROUTED TO: <i>[initials]</i> FILE <i>[initials]</i></p>	<p>RECORDED AND INDEXED:</p> <p style="text-align: center;">67-6960-13</p> <p>CHECKED OFF: OCT 3 - 1935</p> <p>JACKETED:</p>
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would probably not return to Albuquerque for several days.

Inasmuch as there is no record of applicant's ever having resided in this district, there is no further information concerning him available.

UNDEVELOPED LEADS:

PHOENIX, ARIZ., Bureau Office:

At Phoenix, will check the school records for the years 1928 to 1930 in an effort to ascertain if applicant attended school in that city and, if so, find out the studies pursued, grades made and also as to his deportment record. Also ascertain from the police and sheriff's offices if applicant has any criminal record. There is no definite information as to what years applicant may have attended school at Phoenix but it is noted from the report of reference that he claims to have graduated from San Bernardino (Calif.) Junior College in Sept. 1930.

SALT LAKE CITY BUREAU OFFICE:

At Salt Lake City, is also requested to check the school records for the years 1928 to 1930 for any record of applicant, obtaining information as to courses pursued, grades made, etc. Also check police and sheriff's departments for any criminal record.

REFERRED UPON COMPLETION TO OFFICE OF ORIGIN.

September 16, 1935.

67-69602

Special Agent in Charge,
El Paso, Texas.

Dear Sir:

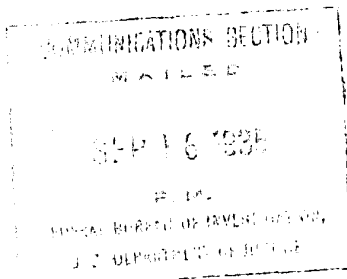
Reference is made to the undeveloped lead set out to your office by the Washington Field Office in a report made by Special Agent Guy Hottel, dated August 26, 1935, relative to the case entitled WILLARD CLEON SKOUSEN, Typist or Messenger Applicant.

It is requested that a report covering the investigation called for therein be submitted at an early date.

Very truly yours,

John Edgar Hoover,
Director.

CC - Washington



FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT **WASHINGTON, D. C.**

FILE NO. **67-376**

REPORT MADE AT Salt Lake City, Utah	DATE WHEN MADE 9-24-35	PERIOD FOR WHICH MADE 9-19, 21-35	REPORT MADE BY VAL G. ZIMMER CS
TITLE WILLARD CLEON SKOUSEN			CHARACTER OF CASE APPLICANT - Typist or Messenger

SYNOPSIS OF FACTS: No record of applicant's attendance high school or junior high school, Salt Lake City.
No police record Salt Lake City.

R.U.C.

REFERENCE: Report of Special Agent J. A. Street, El Paso, 9-13-35.

DETAILS: **AT SALT LAKE CITY**
Agent contacted Mr. Jones of the personnel department, Board of Education, Salt Lake City, by telephone and was advised by Mr. Jones that his office could ascertain from each of the several high schools and junior high schools in Salt Lake City whether applicant had ever attended any of such schools, from 1927 to 1930, but that it would take a day or two to ascertain this information, inasmuch as no central listing was maintained by the Board of Education for all present and past students at such schools.

Agent was subsequently advised by Mr. Jones, on September 21, 1935, that a check had been made of all high schools and junior high schools for the period in question and that no record had been found of applicant's attendance.

The records of the Identification Bureau, Salt Lake City Police Department were checked and Agent was advised that there was no record of applicant.

REFERRED UPON COMPLETION TO OFFICE OF ORIGIN

APPROVED AND FORWARDED: <i>Louis D. White Acting</i>	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES
COPIES OF THIS REPORT 2- Bureau 2- Washington Field 1- El Paso 2- Salt Lake City		67-69602-15 <i>goff</i>
		OCT 4 1935 <i>Wig</i>

WFG:BBW

October 1, 1935.

67-69602

Special Agent in Charge,
Phoenix, Arizona.

Dear Sir:

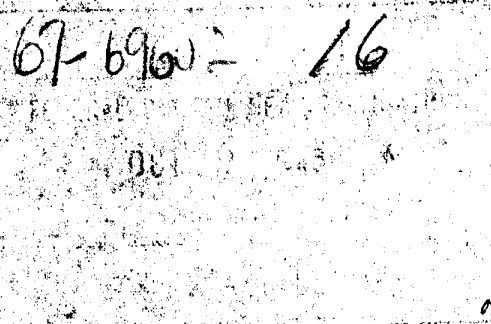
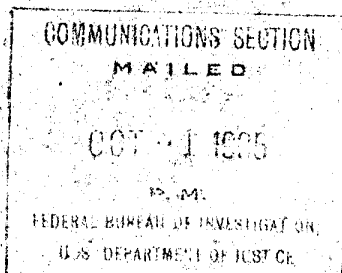
Reference is made to the undeveloped lead set out to your office by the El Paso Office in a report made by Special Agent J. A. Street, dated September 13, 1935, relative to the case entitled Willard Cison Skousen, Typist or Messenger applicant.

It is requested that a report covering the investigation called for therein be submitted not later than October 9, 1935.

Very truly yours,

John Edgar Hoover,
Director.

CC-Washington



FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT **Washington, D. C.**

FILE NO. **67-29**

REPORT MADE AT Phoenix, Arizona	DATE WHEN MADE 9/30/35	PERIOD FOR WHICH MADE 9/25/35	REPORT MADE BY L. E. Nitschke KB
TITLE WILLARD CLEON SKOUSEN			CHARACTER OF CASE APPLICANT - TYPIST OR MESSENGER

SYNOPSIS OF FACTS:

An examination of the Phoenix Public School records fails to disclose this applicant has ever attended the public schools of this city. Phoenix City Directory from 1928 to present date also fails to disclose any data concerning applicant. The records in the local Police Identification Bureau also fail to reveal any record of this individual.

RUC

REFERENCE:

Report of Special Agent J. A. Street, El Paso, Texas, dated 9-13-35.

DETAILS:

AT PHOENIX, ARIZONA

An examination of the records in the office of the Superintendent of Phoenix Public Schools, 331 North 1st Street, Phoenix, Arizona, failed to disclose applicant has ever been registered as a student in the public schools of Phoenix, Arizona.

A further examination of the records at Phoenix Union High School Registrar's Office failed to disclose any information concerning the applicant.

At the Chamber of Commerce the City Directories for the City of Phoenix were examined from 1928 to 1936 and these directories failed to disclose any information concerning the above individual.

The files of the Identification and Records Bureau at the Phoenix Police Department failed to disclose any information concerning the applicant.

REFERRED UPON COMPLETION TO OFFICE OF ORIGIN

APPROVED AND FORWARDED <i>[Signature]</i> SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES <div style="font-size: 2em; text-align: center;">67-69602-17</div>
COPIES OF THIS REPORT <div style="margin-left: 20px;"> 2 - Bureau 2 - Washington Field 2 - El Paso 2 - Phoenix </div>	OCT 26 1935

October 22, 1935.

Mr. Willard Clem Shousen,
2150 Pennsylvania Avenue, N. W.,
Washington, D. C.

Dear Sir:

There is enclosed herewith a letter signed by the Attorney General appointing you as a Messenger in the Federal Bureau of Investigation, U. S. Department of Justice, in Grade GS 3, with salary at the rate of \$1200 per annum.

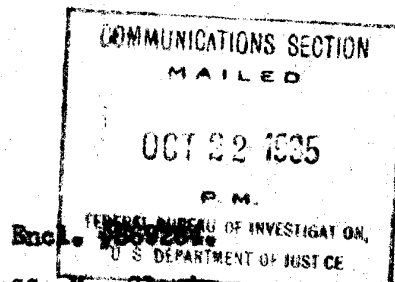
In the event you desire to accept this appointment, you should furnish this office with a statement from the proper official of the U. S. Department of Agriculture approving your transfer to the U. S. Department of Justice.

You should notify this office at once if this appointment is accepted by you. Should you accept, you are directed to report to the Chief Clerk, Federal Bureau of Investigation, Room 5519, U. S. Department of Justice Building, Pennsylvania Avenue between 9th and 10th Streets, Northwest, Washington, D. C., for oath of office and assignment immediately.

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for duty. You should also bring with you a recent face photograph of yourself approximately three by four inches in size.

Very truly yours,

John Edgar Hoover,
Director.



Encl. 1-1000201.

CC: Mr. Glavin
Typing test - 97%

67-64602-18

625,625

August 24, 1935.

Mr. Willard Glenn Skousen,
c/o Federal Bureau of Investigation,
Department of Justice.

Dear Sir:

You are hereby appointed a Messenger in the Federal Bureau of Investigation with salary at the rate of \$1200 per annum in Grade GS-3, effective with entry on duty and payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation", DEPARTMENTAL.

You should execute the required oath of office.

Respectfully,

(Signed) Homer S. Cummings,
Attorney General.

By the Attorney General:

Harold M. Stephens
Assistant to the Attorney General.

Vice James F. Dewey, Jr. - resigned.

67-69602- 15

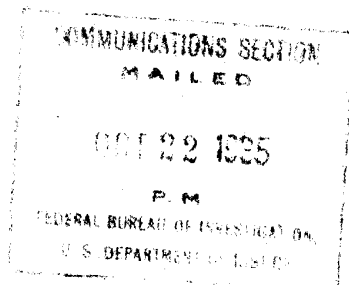
October 22, 1935.

MEMORANDUM FOR MR. GLAVIN

This is to advise you that Mr. Willard Cleon Skousen is being offered an appointment as a Messenger and will be directed to report to you for assignment to the Communications Section when he enters on duty. Mr. Skousen received a grade of 97% in the typing test.

Very truly yours,

John Edgar Hoover,
Director.



WRG:BEW

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

October 11, 1935.

BRIEF OF INVESTIGATION

Re: WILLARD CLEON SKOUSEN-
Typist or Messenger Applicant

Typing Test: 97%

Age: 22. Single.

High School Education
Associate of Arts Degree
San Bernardino Jr. College

EDUCATION

Juarez High School,
Chihuahua, Mexico. 1926-28

Records at the San Bernardino High School, mentioned below, show that applicant attended the Juarez High School and averaged B+.

San Bernardino High School,
San Bernardino, Calif. 1928-30

Mrs. Seegmueller, Registrar's Office, states that applicant graduated with grades well above average, and was considered an outstanding student; that he participated in public speaking and dramatics and did excellent work in those subjects; that he was an exceedingly capable young man and that his character is above reproach.

San Bernardino Valley Jr. College,
San Bernardino, Calif. 1933-35
Associate of Arts Degree.

Miss Wilsey, Assistant in the Registrar's Office, states that applicant received 67 units; that his grades were well above average, and that he was one of the most outstanding students that they had had in

that institution since its inception; that he had shown unusual ability in debating and public speaking, and bore a very good reputation. President Ricciardi states that applicant won an extemporaneous public speaking contest in Salt Lake City; that he had broadcasted over KFXM on behalf of the College and had also made several political speeches over the radio; that he was President of the student body in 1935, and that he would be an asset to any organization.

Two years of study and valuable experience in The British Isles. 1930-33; Bookkeeping, Public Speaking and Executive Diplomacy.

Records of the personnel file of applicant at the AAA disclose that applicant was appointed District Secretary for the Church of LDS at Sheffield, British Isles, and later was sent to northern Ireland as President of the Ulster District, and was honorably released the latter part of 1932.

EXPERIENCE

Skousen Brothers Construction Co.,
Cottonwood, Arizona. Foreman,
Timekeeper, and Secretary.
October 1932-Sept. 1933

Mr. Bennett, Bookkeeper, believes that applicant is a nephew of D. D. and N. J. Skousen who operate this Company. He states that applicant filled each of his positions with credit, was industrious, and possessed of good habits. 61-6760-26

Agricultural Adjustment Administration, D. C. Audit Clerk
Temporarily employed since July '35.

Mr. Evans, Chief of Service Section, advised that applicant's work has been entirely satisfactory.

OCT 26 1935

REFERENCES

Mr. Nicholas Ricciardi, Pres.,
San Bernardino Jr. College,
Dr. Philip Savage, Sr.,
Mr. Eben Blomquist,
San Bernardino, Cal.
Mr. J. M. Oakie, Asst. Vice-Pres.,
Bank of America, Rialto, Cal.

References advise that applicant is an unusually capable young man; that his morals are above reproach and that he gained prominence in participation in public speaking contests.

Judge C. J. O'Connor, former Pres.,
Board of Trustees, San Bernardino
Jr. College.

Advised that applicant was considered to be the most outstanding student that the San Bernardino Junior College had had in several years; that he displayed good qualities of leadership, was

industrious, and he unqualifiedly recommends him for position sought.

MISCELLANEOUS

Other persons interviewed.

Favorable.

Born January 20, 1913,
Raymond, Alberta, Canada.

Verified by school records.

Indebted: \$250. to San Bernardino
Rotary Club. Scholarship loan
payable in 1940.

Satisfactory.

Arrested in 1927 for not having a
driver's license. Arrested in
Sept. 1934 for driving 50 miles
per hour in a 45 mile zone.

Records at the Police Court do not disclose these arrests; however, Mrs. Shugard, Chief Clerk, explained that it was possible for applicant to have been arrested for not having a driver's license without a record having been made.

Personal interview with
Mr. Swenson.

Reports that applicant presents a good personal appearance, is a clean cut young man, possessed a good physique, seems rather resourceful and straight forward, and is mentally alert, and would develop into a better-than-average employee.

OUTSTANDING ENDORSERS

Senator William Gibbs McAdoo.

Applicant's appointment has been recommended and his physical report has been received.

W. R. Glavin

W. R. Glavin.

October 22, 1935.

Honorable William Gibbs McAdoo,
United States Senate,
Washington, D. C.

My dear Senator:

I am indeed pleased to inform you that an appointment to the position of Messenger in the Federal Bureau of Investigation has been tendered to Mr. Willard Cleon Skousen of Washington, D. C., in whom you have expressed an interest.

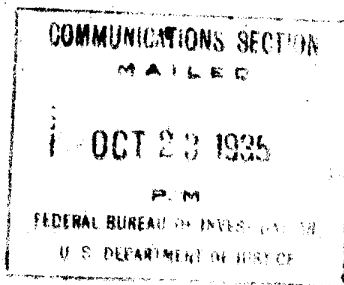
With expressions of my highest esteem and kind regards, I am

Cordially yours,

J. Edgar Hoover

67-61602-21

Mr. Nathan
Mr. Tolson
Mr. Boardman
Chief Clerk
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy



FEDERAL BUREAU OF INVESTIGATION

From: Chief Clerk's Office, Room 5232

October 11 1935.

To: ☒ Director
☒ Mr. Tolson
☐ Mr. Quinn
☐ Mr. Tracy
☐ Mr. Douglas *W*
☐ M

FOR APPROVAL TO SEND OUT

Appointment WILLARD CLEON SKOUSEN,
Messenger, Cu 3, \$1200 per annum,
Communications Section.

Endorsed by Senator William Gibbs McAdoo
(D) of California.

App. sent

Mem. Mr. Glavin

10/22/35

H. G.

W. R. Glavin

✓
W. R. Glavin.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

October 23, 1935

Mr. J. Edgar Hoover
Federal Bureau of Investigation
Department of Justice
Washington, D. C.

Dear Mr. Hoover:

It is informally understood that Mr. W.
Cleon Skousen has made application for a position
with the Federal Bureau of Investigation of the Depart-
ment of Justice.

Mr. Skousen has been serving under temporary
appointment since July 2, 1935. You are advised that
the Office of the Comptroller, Agricultural Adjustment
Administration, will interpose no objection to his appoint-
ment by the Department of Justice, in the event that he is
selected for a position.

Yours very truly,

John B. Payne
JOHN B. PAYNE
COMPTROLLER.

11-6-35 - 22
perforated
WJG
OCT 28 1935
file
11-24-35

I, Willard Cleon Skousen do solemnly
swear that I will support and defend the Constitution of the United States
against all enemies, foreign and domestic; that I will bear true faith and
allegiance to the same; that I take this obligation freely, without any
mental reservation or purpose of evasion; and that I will well and faith-
fully discharge the duties of the office of

Messenger

on which I am about to enter: So help me God.

(Sign here)

Willard Skousen

Subscribed and sworn to before me this) Where born (State only) Alb. Can.

Twenty-fourth day) Date of birth Jan. 20-1913.

of October A. D. 1935) Whence appointed:

State Calif. County San Bernardino

Congressional District 19th

George J. [Signature]
Notary Public

Date of entry upon duty 10-24-35

Residence 2150 Pennsylvania, N.W.

Do you receive an annuity under the
Civil Service Retirement Act? No

10-24-35

JOHN EDGAR HOOVER
DIRECTOR

No. 9

Division of Investigation

U. S. Department of Justice

Washington, D. C.

October 28, 1935.

MEMORANDUM FOR MR. TOLSON

A search of the files of this Unit fails
to disclose any record of WILLARD CLEON SKOUSEN,
employee, whose fingerprint card has been
retained here. The fingerprint classification
in this case is 16 27 W IO 20 .
27 W II

Respectfully,

L. C. Schilder

L. C. Schilder.

61-1546-23

*filed
10-30-35*

JOHN EDGAR HOOVER
DIRECTOR

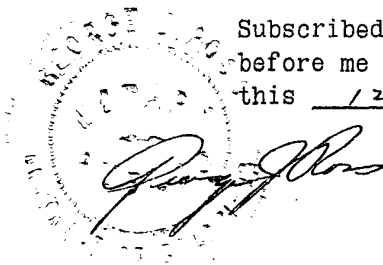
Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

The confidential character of the relations of the employees of the Federal Bureau of Investigation with the public is fully understood by me, and the strictly confidential character of any and all information secured by me in connection directly or indirectly with my work as a Special Agent in Charge, or the work of other employees of which I may become cognizant, is fully understood by me, and neither during my tenure of service with the Federal Bureau of Investigation nor at any other time will I violate this confidence, nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto.

Subscribed and duly sworn to
before me by the above named,
this 12 day of Nov., 1935.



in 25

24

WRC:ATW

November 18, 1935

MEMORANDUM FOR MR. TOLSON

Pursuant to your instructions, I am submitting below recommendations with respect to the re-allocation of grades of the following employees presently assigned to the Chief Clerk's Office:

NAME OF EMPLOYEE	PRESENT GRADE AND SALARY	LATEST EFFI- CIENCY RATING	RECOMMENDED RE-ALLOCATION BY GRADE AND SALARY
<div data-bbox="175 720 423 846"></div>	Gr 3 \$1200	None	Gr 1 \$1260
" "	" "	"	" "
W. C. Skousen	" "	"	" "
<div data-bbox="181 915 448 1100"></div>	" "	"	" "
" "	" "	"	" "
" "	" "	"	" "

b6
b7C

It is believed that these employees should be re-allocated at this time even though they have not been employed by the Bureau for a period of thirty days. These recommendations are being made in view of the fact that messengers entering on duty after this time will be allocated in Grade Gr 1, \$1260.

Respectfully,


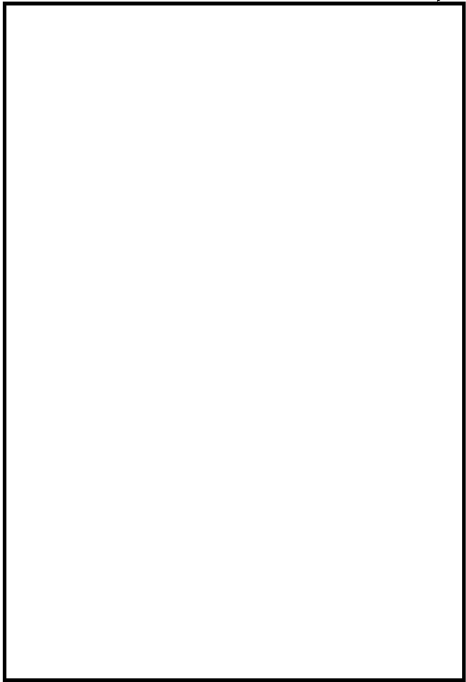
W. E. Glavin.

67-0-4421

November 23, 1935

MEMORANDUM FOR MR. SORNBORGER, APPOINTMENT CLERK.

It is requested that letters be prepared transferring the following employees of the Federal Bureau of Investigation, as indicated, payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation", DEPARTMENTAL, effective with entry on duty.

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
	Messenger, Cu 3, \$1200 per annum	Under Clerk-Typist, Caf 1, \$1260 per annum, vice O. A. Beall - transferred
	"	Under Clerk-Typist, Caf 1, \$1260 per annum, vice J. W. Mackle, Jr. - transferred
	"	Under Clerk-Typist, Caf 1, \$1260 per annum, vice E. C. Ebert - transferred
	"	Under Clerk-Typist, Caf 1, \$1260 per annum, vice A. E. Kelley - resigned
	"	Under Clerk-Typist, Caf 1, \$1260 per annum, vice E. V. Haines - resigned
	Under Clerk-Typist, Caf 1, \$1260 per annum	Junior Clerk-Typist, Caf 2, \$1440 per annum, vice an additional position identical with Master Sheet #1442
	Junior Clerk-Typist, Caf 2, \$1440 per annum	Assistant Clerk-Typist, Caf 3, \$1620 per annum, vice an additional position identical with Master Sheet #1195
	"	Assistant Clerk-Typist, Caf 3, \$1620 per annum, vice an additional position identical with Master Sheet #1195

Approved:

Very truly yours,

John Edgar Hoover,
Director.
Brien McMahon,
Acting Assistant to the Attorney General.

CC: Mr. Sornborger
Fiscal Control
General Agent
Miss Waddle

67-50655-26

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

November 23, 1935.

WRG:ERM

MEMORANDUM FOR MR. TOLSON

6
Re: W. C. SKOUSEN.

Submitted herewith is a thirty-day report
on the above mentioned employee.

Skousen was assigned to the Communications
Section on October 24, 1935. Mr. Patterson advises
that Skousen is the best man he has had in the messenger
room. He states he is well educated, appears to be
intelligent, and has had no difficulty whatsoever with
the messenger work. He has recently been assigned to
switchboard and teletype duties, it being desired that
he be developed into a switchboard and teletype operator.
He is an excellent typist. Skousen has impressed me
as being level headed, one man who has his quota of
common sense, and I believe that he will develop into
an excellent employee.

Respectfully,

W. R. Glavin
W. R. Glavin. *per [signature]*

DEC 2 1935

670-25

for [signature]
mk

December 19, 1936.

Mr. W. Clegg Skousen,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter from the Attorney General, advising you of your promotion from \$1800 per annum, in Grade G-3, to \$1950 per annum, in Grade G-1, effective December 1, 1936.

Sincerely yours,

John Edgar Hoover,
Director.

Encl.

CC: Mr. Glavin.

Mr. Nathan
Mr. Tolson
Mr. Backhouse
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

67-69602-26

X

thy for ✓

28

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

CBS:LF.

November 30, 1935.

To Mr. W. Oleon Skousen,
Federal Bureau
~~Department~~ of Investigation,
Department of Justice.

Sir:

You are hereby transferred from one position to another in the
Federal Bureau
~~Department~~ of Investigation as indicated below:

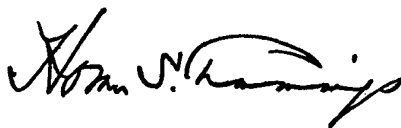
<u>FROM</u>		<u>TO</u>	
Position	Messenger	Position	Under Clerk-Typist
Grade	Cu-3	Grade	Caf-1
Salary	\$1200 per annum	Salary	\$1260 per annum
Appropriation "Salaries and Expenses, Federal Bureau of Investigation", DEPARTMENTAL.		Appropriation Effective with entry on duty.	
		To succeed - transferred.	

b6
b7C

You should execute the required oath of office.

Respectfully,

By the Attorney General:



Attorney General.

Acting Assistant to the Attorney General.

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

January 2, 1936

MEMORANDUM FOR MR. QUINN.

This is to advise that Mr. W. Cleon Skousen, messenger in the Communications Section, has been placed on duty as night Teletype Room Operator, effective January 3, 1936, to replace Mr. H. H. Miller, who is being transferred to Personnel Files.

Respectfully,

W. R. Glavin
W. R. Glavin. *for*

27
W. R. Glavin
1-2-36

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

January 6, 1936.

Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Sir:

My personal status is as follows:

- (a) Marital status: Single.
- (b) Societies: Phi Rho Pi - Alpha Gamma Sigma
Rotary International.
- (c) Legal residence: San Bernardino, California.
- (d) Education: Completed pre-legal at San Bernardino
Valley Junior College. Received Associate of Arts. Presently enrolled at the
George Washington University Law School.
- (e) Person to be notified: Mrs. Rita Skousen, (Mother)
1409 Waterman Avenue,
San Bernardino, California.
- (f) Relatives in Government service: None.
- (g) Offices preferred: Washington, D.C. Los Angeles, Calif.

Respectfully,

W. Cleon Skousen
W. Cleon Skousen,
Communications Section.

W 67-69602-27X

Long
K

X

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.

WRG:ec

January 22, 1936

MEMORANDUM FOR MR. TOLSON

RE: W. C. SKOUSEN,
TELETYPEWRITER OPERATOR.

There is submitted herewith a thirty day report covering the above mentioned employee who has been assigned to duty as a late evening teletypewriter operator for the past month.

Mr. Patterson advises me that his work has been satisfactory; that he is very conscientious; entirely loyal to the Bureau and anxious to get ahead in this service.

I have had opportunity to observe Skousen both as a messenger and since he has been assigned to duties as a teletypewriter operator. I make it my business to call at the Communications Section at least once each evening for the purpose of finding out how things are going. Skousen has always impressed me as being wide awake and on his toes. He is enthusiastic about his present assignment and I can say that he is sincerely interested and entirely loyal to the Bureau. I consider him an excellent typist and a good teletypewriter operator.

He was involved, however, in the sending out of a teletypewriter message containing some 1700 words in which he made five errors in substance and which was made the subject of a memorandum addressed to the Director by Mr. Tamm. As I stated in my answering memorandum covering the transmission of this message, I do not believe that Skousen did a bad job.

Respectfully,

JAN 25 1936

W. R. Glavin

I, Willard Cheon Skousen do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Under Clerk Typist

on which I am about to enter: So help me God.

(Sign here) Willard Skousen

Subscribed and sworn to before me this) Where born (State only) Alberta, Can.,

3rd day) Date of birth Jan. 20, 1913

of January A. D. 1935) Whence appointed:

State Wash. County D.C.

Congressional District

Wm. C. Jackson
Notary Public

X-----X

: :

: SEAL :

: :

X-----X

Date of entry upon duty

Residence 2150 Pennsylvania Ave. Wash.

Do you receive an annuity under the Civil Service Retirement Act? No.

WRG:EP:WNN

January 16, 1936.

MEMORANDUM FOR MR. TOLSON

Re: INCORRECT TRANSMISSION OF
TELETYPE MESSAGE December 28, 1935.

Reference is made to the attached memorandum for the Director, dated January 6, 1936, submitted by Mr. Tamm, concerning the delay in transmitting a teletype message to the Director at New York City. It is noted that Mr. Tamm states that it took fifty minutes to transmit the message by teletypewriter and that some seventeen errors occurred in the actual transmission thereof.

I have had this matter looked into and find that the message was sent by (Mr. E. C. Skousen) Night Teletype Operator. Mr. Skousen is one of the best typists we have in the Communications Section at the present time. He passed the typing test with a rating of 97 and I have found that he is particularly well adapted for the work to which he is presently assigned.

With reference to the message itself, I respectfully inform you that the message was five pages in length and contained approximately 1,675 words, the transmission time being, as Mr. Tamm states, fifty minutes. I personally believe that the transmission time is very good, the Operator averaging about thirty-four words a minute. I do not believe that the transmission of this message can be considered in the light of a transmission of an ordinary message, as will be noted from a copy of the message attached. The message in itself was made up of numerous figures. Further, I have been informed that the entire message was not given to the Teletype Operator at the time he began sending the message, but that it was delivered to him in rough form by individual sheets. By rough form I mean that the message had been typed up but that insertions in ink had been made throughout the message.

It is noted in Mr. Tamm's memorandum that seventeen errors were counted in the message in question. In this regard, I desire to inform you that the total number of errors in substance in the message is five and not seventeen. This information can be verified by reference to a copy of a correcting teletype dated December 28, 1935, which was forwarded to the New York Office.

67-8001-41

Memo. Mr. Tolson

- 2 -

January 16, 1936.

I agree with Mr. Tamm that there were other words misspelled in the message, but the appropriate corrections in those cases were made. In this regard, your attention is invited to the fact that all Teletype Operators have been instructed that when any word has been incorrectly spelled in a message, immediately upon seeing the error, the Operator must hit three x's, which designates that the word has been incorrectly transmitted and that the correct word is being transmitted immediately thereafter. This is a standard rule followed by all Teletype Operators and has been enforced in the Bureau since the installation of the machines in question.

Considering the pressure under which Mr. Skousen sent this message, and further considering the fact that he had five errors of substance in a message containing 1,675 words, I frankly do not believe that the message in question was poorly sent.

I want to state again that I believe Mr. Skousen is an excellent Typist and an excellent Teletype Operator. I have found that he attends strictly to business; is very much interested in his work; and is striving to do his best at all times. I respectfully recommend that no administrative action be taken regarding this matter at this time.

Respectfully,

W. R. Glavin.

Enclosure.

EAT:TAM

January 6, 1936

MEMORANDUM FOR THE DIRECTOR

With reference to your memorandum addressed to Mr. Quinn on December 29, 1935, concerning your telephonic inquiry as to why certain information which you requested to be transmitted to you in New York by teletype was delayed, you are advised that the request for this information was received by me at 25 minutes to 5:00 on the afternoon of Saturday, December 28, 1935. I considered the possibility of dictating this information direct to a teletype operator, but in view of the very large number of figures and dates, I felt that many inaccuracies would occur if the information was dictated to the teletype operator, and knowing that this information was desired for release to press representatives, I felt that accuracy was tantamount to speed. I accordingly dictated the material to a stenographer and this dictation required slightly in excess of 45 minutes. As soon as the first page of the stenographer's transcription was returned to me and had been checked for accuracy, it was sent to the Communications Section, so that the message was actually being forwarded by teletype while the stenographer to whom it had been dictated was transcribing his notes. It is to be noted that this message required 50 minutes to transmit by teletype and despite the fact that the operator was sending the message from a typewritten message before him, some 17 errors occurred in the actual transcription. While the majority of these were of a minor nature, I believe that they indicate the inadvisability of attempting to dictate direct to a teletype operator.

Respectfully,

E. A. Tamm

*all that was necessary
was to dictate direct to
teletype operator. something
should be done re errors.
more efficient operators
should possibly be secured
for teletype machines
jett*

67-80001-40

45

46

"W C Sherman"

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
Washington, D. C.

February 12, 1936.

MEMORANDUM FOR MR. GLAVIN

As requested by you, please be advised that it will be possible for [redacted] presently the night switchboard operator, to assume duties as relief switchboard operator, which duties are now performed by [redacted]. A tentative schedule has been worked out which will allow [redacted] to continue his school work and also his basketball activities. Until the end of the basketball season, however, it will not be possible for [redacted] to fully relieve [redacted] as per the present schedule but [redacted] is willing to work the few extra hours each week until the end of the season in March. I understand [redacted] is presently playing basketball on the "Blue" team, which team plays its scheduled games on Thursday nights. It will be possible to arrange the relief schedule so that [redacted] will be free on that night to participate in the league games. b6 b7C

In the event [redacted] is put on their relief schedule, I would like to respectfully recommend that he relieve Mr. Skousen, who will then be on night duty alone from midnight to 8:00 A. M. one night per week. [redacted] teletype room relief operator, also relieves Mr. Skousen one night per week but inasmuch as Mr. Skousen is on duty eight hours per night on six nights per week, I would recommend that he be relieved two nights per week and work five nights per week, which will even then total forty hours on duty per week. This will also fit in with [redacted] schedule, enabling him to put in his full required time on relief duty.

Respectfully,

(S) O. H. PATTERSON

O. H. Patterson,
Communications Section.

67-25325-56

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

AHC:atw

March 2, 1936.

67-69602

MEMORANDUM FOR MR. TOLSON

You are advised that Mr. O. H. Patterson informed the writer that Mr. W. C. Skousen, a messenger, has been assigned to the duties of teletype operator from midnight until 8:00 A. M. for the past two months.

Mr. Patterson stated that he was hesitant to take this matter up, but believed that the Bureau should be informed that Mr. Skousen has been performing his duties in an excellent manner while receiving considerably less compensation than the other teletype operators assigned to the Communications Section. He is now receiving a salary of \$1260 per annum still being in Grade Caf 1, whereas, the other teletype operators are receiving from \$1620 to \$1860 and are allocated to Grade Caf 3.

This matter is being brought to your attention inasmuch as Mr. Glavin will be out of town for the next two weeks and it is thought that you might desire to be informed before his return.

Respectfully,

A. H. Crowl
A. H. Crowl.

W. E. B.

rec'd 3/3

*Mr. M. J. ...
3-11-36 WEP*

*Mr. ...
3-11-36*

29

March 10, 1936.

MEMORANDUM FOR MR. GLAVIN

In connection with the memorandum submitted by Mr. Crowl on March 2, 1936, you are advised that Mr. W. C. Skousen is being transferred to a Junior Clerk-Typist position in Grade Caf 2, with salary at the rate of \$1440 per annum.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Tolson	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Mr. Gandy	

696

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10

March 10, 1936.

MEMORANDUM FOR MR. C. E. STEWART,
THE ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL.

There is transmitted for appropriate action a personnel recommendation with reference to the following individual:

Mr. H. C. Skousen

Very truly yours,

John Edgar Hoover,
Director.

Encl. #1090550.

Mr. Nathan
Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Holloman
Miss Gandy

K.

31

PERSONNEL
RECOMMENDATION SHEET

March 10, 1936.

The following is recommended as to personnel:

1. Name: **Mr. W. C. Skousen**
2. Title: **Under Clerk-Typist**
3. Grade: **Caf 1**
4. Salary: **\$1260 per annum**
5. Recommendation: **Junior Clerk-Typist, Caf 2, \$1440 per annum - vice G. M. Alderson - transferred**
6. Effective: **With entry on duty**
7. Remarks: **Payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation", DEPARTMENTAL.**

Respectfully submitted,

Director, Federal Bureau of Investigation.

	Date	Initial
8. Requirements as to Classification Act: Efficiency ()
Average provision ()

9. Appropriation:

.....approved:.....
 The Administrative Assistant
 to the Attorney General.

10. Funds certification

.....approved:.....
 The Assistant
 to the Attorney General.

Note:- If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 5 above, and attach hereto.

May 18, 1936.

Mr. W. C. Skousen,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a
letter from the Attorney General, advising you of your
promotion from \$1260 per annum, in Grade Caf 1, to \$1440
per annum, in Grade Caf 2, effective June 1, 1936.

Sincerely yours,

John Edgar Hoover,
Director.

Mr. Nathan Encl. #1090789.

Mr. Tolson

Mr. Baughman

Chief Clerk

Mr. Clegg

Mr. Coffey

Mr. Edwards

Mr. Egan

Mr. Foxworth

Mr. Glavin

Mr. Joseph

Mr. Keith

Mr. Lester

Mr. Quinn

Mr. Schilder

Mr. Tamm

Mr. Tracy

Miss Gandy

CC: Mr. Glavin.

32

W

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

CBS:rb

April 1, 1936.

To Mr. C. Skousen
Federal Bureau

XXXXXXXX

Federal Bureau of Investigation,

Department of Justice.

Sir:

You are hereby transferred from one position to another in the
Federal Bureau
XXXXXXXX
Federal Bureau of Investigation as indicated below:

<u>FROM</u>		<u>TO</u>	
Position	Under Clerk-Typist	Position	Junior Clerk-Typist
Grade	CAF-1	Grade	CAF-2-5
Salary	\$1260 per annum	Salary	\$1440 per annum
Appropriation	"Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL	Appropriation	with entry on duty
		Effective	
		To succeed	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> transferred.

b6
b7C

You should execute the required oath of office.

Respectfully,

By the Attorney General:

(Signed) Joseph B. Keonan

Assistant to the Attorney General.

Attorney General.

I, Willard Leon Skousen do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Junior Clerk-Typist

on which I am about to enter: So help me God.

(Sign here)

Willard Skousen

Subscribed and sworn to before me this) Where born (State only) Raymond, Alb. Canada

25th day) Date of birth 1-20-13

of May A. D. 1933) Whence appointed:

State Idaho County San Bernardino

Congressional District 19th.

Wm. G. [Signature]

Notary Public

X-----X

: :

: SEAL :

: :

X-----X

Date of entry upon duty JUN 1 1933

Residence _____

Do you receive an annuity under the Civil Service Retirement Act? _____

[Handwritten notes and signature]

W. Cleon Skousen

67-69602

Serial #33 Killed at
the request of Miss Gandy.

WAG:EB

June 5, 1936

MEMORANDUM FOR MR. TOLSON

Re: Administrative Promotions -
Clerical Employees Assigned
to the Chief Clerk's Office

In conference with instructions heretofore issued, I respectfully recommend that the following employees presently assigned to the Chief Clerk's Office, all of whom have received an efficiency rating of either "Very Good" or "Excellent", be considered for promotions as below listed:

Name

Grade and
Salary

Efficiency
Rating

Recommendation

Gaf 3 \$1620

Excellent

\$60 increase

Gaf 3 1620

Very Good

\$60 increase

Mr. W. C. Skousen

Gaf 2 1440

Excellent

This employee is assigned to the same duties as other teletype operators in the Communications Section. He is one of the best and I recommend that he be re-allocated from Gaf 2, \$1440 to Gaf 3, \$1620

b6
b7C

Gaf 3 1680

Excellent

\$60 increase

Gaf 3 1680

Excellent

\$60 increase

Gaf 3 1920

Very Good

Do not recommend that any change be made in this case

Gaf 2 1500

Very Good

\$60 increase

Gaf 2 1440

Very Good

\$60 increase

Respectfully,

W. R. Glavin.

67-80001-88

16

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: **Mr. W. Cleon Skousen**Date: **June 9, 1936.**Present Status

- | | |
|--------------------------------------|---|
| 1. Title: Junior Clerk-Typist | 2. Grade: Caf 2 |
| 3. Salary: \$1440 per annum | 4. Seat of Government: (xx)
Field: () |
| 5. Division: | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|---|---|
| 7. Title: Assistant Clerk-Typist | 8. Grade: Caf 3 |
| 9. Salary: \$1620 per annum | 10. Seat of Government: (xx)
Field: () |
| 11. Division: | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: July 1, 1936 | 14. Position: Additional: ()
Vice: [redacted]
transferred
Identical: |

15. Remarks:

CC: Chief, Audit Section
Miss Waddle

Respectfully submitted,

Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency ()	Date	Initial
		_____	_____
	Average provision ()	_____	_____

_____ approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

_____ approved:

The Assistant
to the Attorney General.

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

34

I, W. Cleon Skousen do solemnly

swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Clerk-Typist

on which I am about to enter: So help me God.

(Sign here) W. Cleon Skousen

Subscribed and sworn to before me this) Where born (State only) Alberta, Can.

7th day) Date of birth Jan. 20, 1913.

of July A. D. 1936) Whence appointed:

State _____ County _____

Congressional District _____

Edward C. Nison

Notary Public



Date of entry upon duty _____

Residence _____

Do you receive an annuity under the Civil Service Retirement Act? _____

19-7-36

✓ 69602 - 35

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. **CBS:LF.**

July 1, 1936.

To **Mr. W. Cleon Scousen,**
Federal Bureau
~~Division~~ of Investigation,
Department of Justice.

Sir:

You are hereby transferred from one position to another in the
Federal Bureau
~~Division~~ of Investigation as indicated below:

<u>FROM</u>	<u>TO</u>
Position Junior Clerk-Typist	Position Assistant Clerk-Typist
Grade Caf-2	Grade Caf-3
Salary \$1440 per annum	Salary \$1620 per annum
Appropriation "Salaries and Expenses, Federal Bureau of Investigation", DEPARTMENTAL.	Appropriation Effective - July 1, 1936.

b6
b7C

To succeed

transferred.

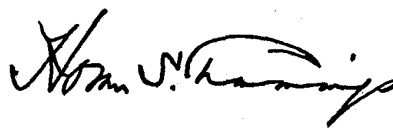
Fiscal Control No. 77.

You should execute the required oath of office.

Respectfully,

By the Attorney General:

(Signed) Joseph B. Keenan
Assistant to the Attorney General.


Attorney General.

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

January 7, 1936.

Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

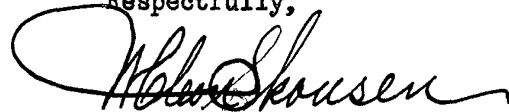
Dear Sir:

The following information is submitted with reference
to my personnel status.

- (a) Married.
- (b) None.
- (c) 1409 Waterman Ave., San Bernardino, California.
- (d) San Bernardino Valley Junior College, Political
Science Major, Associate of Arts degree.
Now attending the George Washington University
Law School, second year.
- (e)
- (f) None.
- (g) Washington, D. C., Los Angeles, San Francisco.

b6
b7C

Respectfully,


W. Cleon Skousen.

69602-351

W. J.

Form PR No. 1 revised

Bureau No. _____

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: **Mr. W. Cleon Skousen**Date: **June 7, 1937**Present Status

- | | |
|---|---|
| 1. Title: Assistant Clerk-Typist | 2. Grade: CAF 5 |
| 3. Salary: \$1620 per annum | 4. Seat of Government: (SCG)
Field: () |
| 5. Division: | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|---|--|
| 7. Title: Assistant Clerk-Typist | 8. Grade: CAF 3 |
| 9. Salary: \$1680 per annum | 10. Seat of Government: (SCG)
Field: () |
| 11. Division: | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: July 1, 1937 | 14. Position: Additional: ()
Vice: |

Identical:

15. Remarks:

CC: Miss Waddle
Chief, Audit Section

Respectfully submitted,

Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency ()	Date	Initial
	Average provision ()		

approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

approved:

The Assistant
to the Attorney General.

: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

36

Form PR No. 1 revised

Bureau No. _____

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: **Mr. W. Clegg Shouson**Date: **June 17, 1937.**Present Status

- | | |
|--|---|
| 1. Title: Assistant Clerk-Typist | 2. Grade: Caf 3 |
| 3. Salary: \$1680 per annum | 4. Seat of Government: (800)
Field: () |
| 5. Division: Chief Clerk's Office | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|--|--|
| 7. Title: Night Supervisor,
Communication Section | 8. Grade: Caf 3 |
| 9. Salary: \$1680 per annum | 10. Seat of Government: (800)
Field: () |
| 11. Division: Chief Clerk's Office | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: July 16, 1937 | 14. Position: Additional: ()
Vice: A new position |

Identical:

15. Remarks:

CC: Miss Waddle
Chief, Audit Section

Respectfully submitted,

Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency () _____	Date _____	Initial _____
	Average provision () _____		

_____ approved: _____
The Administrative Assistant
to the Attorney General.

Funds certification:

_____ approved: _____
The Assistant
to the Attorney General.

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

WRG:HAH
67-69602

July 2, 1937.

Mr. W. Clegg Skousen,
Federal Bureau of Investigation,
United States Department of Justice,
Washington, D. C.

Dear Mr. Skousen:

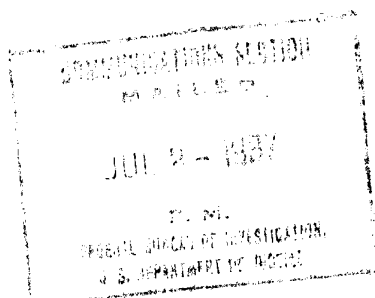
It is with pleasure that I am enclosing
the letter of the Attorney General advising you of
your promotion from \$1620 per annum to \$1680 per
annum, in Grade Caf 3, effective July 1, 1937.

Sincerely yours,

John Edgar Hoover,
Director.

Enclosure A-0620

CC - Mr. Glavin.



CBS:rb

June 22, 1937.

Mr. W. Cleon Skousen
C/o Federal Bureau of Investigation
Department of Justice.

Dear Sir:

Your salary as an Assistant Clerk-Typist in the Federal Bureau of Investigation is hereby increased from \$1620 per annum to \$1680 per annum in Grade CAF 3, effective July 1, 1937, and payable from the appropriation "Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL.

Respectfully,

(S) Homer S. Cummings

Attorney General.

By the Attorney General:

Assistant to the Attorney General.

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

SJT:HCB/emk

July 20, 1937.

MEMORANDUM FOR THE DIRECTOR.

RE: Willard Cleon Skousen

EOD October 24, 1936 - Presently Assigned Communications Section - CAF-3,
\$1680 - Last efficiency rating, Excellent - Typing Test 97%.
Endorser on appointment---Senator Wm. G. McAdoo (D), California.

The investigation on this employee indicates that while he was attending San Bernardino College, 1933-35, the President of this College stated he was one of the most outstanding students they had had in the institution since its inception. He was noted both in high school and college as a public speaker. He won an extemporaneous public speaking contest, has made radio broadcasts, political speeches by radio, and in 1935 was President of his student body. For two years he was in Northern Ireland as a missionary for the Mormon Church.

Since residing in Washington I am informed Mr. Skousen has been teaching a Bible Class and delivering sermons at the Mormon Church, 16th and Columbia Road. He is known at the church as an outstanding orator.

Mr. Skousen's progress in the Bureau has been very satisfactory. He is a clean-cut young man, mentally alert, resourceful, and I believe of good judgment. I think he has a definite future before him with the Bureau.

Mr. Skousen in transmitting a message of 1675 words on the teletypewriter made 5 errors of substance. It was pointed out that the message was given to him by individual sheets in rough draft form in that the message had been typed but insertions in ink had been made throughout. I am informed that recently Mr. Skousen, without prior permission, showed the teletype room to the son of Senator King.

He is presently attending law school in Washington, being in his second year at George Washington University. He is married.

I recommend the assignment of Mr. Skousen to the office of the Director to take the vacancy which will be created shortly by the resignation of [redacted] I believe Mr. Skousen is trustworthy and loyal.

Respectfully,

S. J. Tracy.

b6
b7C

39

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

CBS:LF.

July 31, 1937.

To **Mr. W. Cleon Skousen,**
Federal Bureau of Investigation,
Department of Justice.

Sir:

You are hereby transferred from one position to another in the
Federal Bureau of Investigation as indicated below:

<u>FROM</u>	<u>TO</u>
Position Assistant Clerk-Typist Chief Clerk's Office	Position Night Supervisor Communication Section - Chief Clerk's Office
Grade Caf-3	Grade Caf-3-8
Salary \$1680 per annum	Salary \$1680 per annum
Appropriation "Salaries and Expenses, Federal Bureau of Investigation",	Appropriation DEPARTMENTAL. Effective August 1, 1937.
	To succeed new position.

Apprd. 7/28/37.

You should execute the required oath of office.

Respectfully,

By the Attorney General:

40
Wm. J. Cummings
Attorney General.

W. Cleon Skousen
Assistant to the Attorney General.

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

CBS:LF.

July 31, 1937.

To Mr. W. Cleon Skousen,
Federal Bureau of Investigation,
Department of Justice.

Sir:

You are hereby transferred from one position to another in the
Federal Bureau of Investigation as indicated below:

<u>FROM</u>	<u>TO</u>
Position Assistant Clerk-Typist Chief Clerk's Office	Position Night Supervisor Communication Section - Chief Clerk's Office
Grade Caf-3	Grade Caf-3-8
Salary \$1680 per annum	Salary \$1680 per annum
Appropriation "Salaries and Expenses, Federal Bureau of Investigation",	Appropriation DEPARTMENTAL.
	Effective August 1, 1937.
	To succeed - new position.

You should execute the required oath of office.

Respectfully,

By the Attorney General:

Joseph B. Keenan
Assistant to the Attorney General.

Wm. V. Thompson
Attorney General.

File
8-16-37
W. V. Thompson

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

Director,
Federal Bureau of Investigation,
United States Department of Justice,
Washington, D. C.

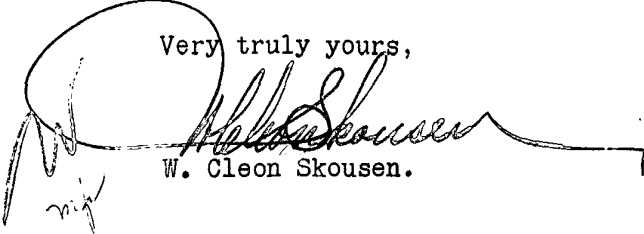
Dear Sir:

In compliance with instructions contained in Section 35 of the Bureau Manual of Rules and Regulations, please be advised that my status with respect to the items listed below is as follows:

- (A) Marital status: Married.
- (B) Names of societies or organizations with which connected: Phi Alpha Delta Legal Fraternity.
- (C) Legal residence: 2515 13th St., N. W., Washington, D. C.
- (D) Education: A. A. Degree and three years of law.
- (E) Name, address and relationship of person to be notified in case of emergency:

b6
b7C
- (F) List of names of any relatives now in the Government service, with the degree of relationship, and where employed. (List all relatives, including those by marriage.)
- (G) Offices where assignment preferred: Washington, D. C., Los Angeles, San Francisco.

Very truly yours,


W. Cleon Skousen.

I, W. Cloon Skousen do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

~~Night Supervisor - Communication Section~~

on which I am about to enter: So help me God.

(Sign here)

W. Cloon Skousen

Subscribed and sworn to before me this) Where born (State only) Alb.

16 day) Date of birth

of August A. D. 1937) Whence appointed:

State _____ County _____

Congressional District _____

Wm. C. Jackson
Notary Public

X-----X

: :

: SEAL :

: :

X-----X

Date of entry upon duty August 1, 1937.

Residence _____

Do you receive an annuity under the Civil Service Retirement Act? _____

CC-125

ASD:GC

February 9, 1959

MEMORANDUM FOR MR. CROEL

This is to advise you that employees in the Chief Clerk's Office received the following grades on the typing test afforded them on February 3, 1959:

W. Cleon Shousen

89%

88%

82%

79%

78%

76%

60%

b6
b7C

The above employees should be advised of the grades received.

Very truly yours,

John Edgar Hoover,
Director.

W. C. Skousen

Time started: 7:30 P.M.

Time finished: 7:40 P.M.

2-3-38

The restoration of the merchant fleet of Greece almost to its pre-war proportions by the unaided efforts of Greek subjects is an illustration of the fact that national aptitudes resulting from geographical conditions are likely to succeed, even in the face of continued adverse political circumstances.

The Greeks are the oldest European maritime race. The physical configuration of the country, comprising peninsulas, islands, and a mainland indented by the sea, requires domestic communication by water; an interior traversed by mountain ranges compels a considerable part of the prolific race to seek a livelihood on the sea. Greek sailors and merchants, even during four centuries of Turkish domination, had a large share in the navigation and trade of the Mediterranean, Black, Aegean, and Adriatic Seas. But the decline of their political liberties stunted maritime growth, and when Greece again became independent in the nineteenth century steamers were beginning to supersede sailing vessels, which then composed the Greek merchant fleet. The shipowners' attempts to adjust their shipping to these conditions were largely unsuccessful, owing to lack of capital, until the Boer War; then demand for cargo space forced up freight rates and led to considerable Greek shipping purchases. The real stimulus, however, was given in 1910 through the passage of a mortgage law which enabled shipowners to borrow on favorable terms. Shortly afterwards a Greek passenger line to New York was established, mainly to accommodate the large Greek emigration movement. In the four years following the passage of this law--that is, by July, 1914--Greece had added 500,000 gross tons to its steam fleet, which then numbered 401 vessels of 820,000 gross tons. Thus, in the eight years preceding, the fleet had doubled its tonnage.

During the past 10 years Greece has been in a disturbed condition due to war and other causes. In the World War 48 per cent (388,000 gross tons) of the Greek merchant shipping was destroyed. In addition, 114 steamers, aggregating 260,000 gross tons, were sold to foreigners. Since the armistice Greece has twice radically changed its government and has undergone a great military and political disaster. Yet by January, 1923, official returns show the Greek merchant shipping possessing 419 steamers of 736,700 gross tons. The greater part of the Greek fleet has always been engaged in the Mediterranean trade, chiefly between Greece and ports of the Mediterranean, Aegean, and Black Seas where Greek merchants and Greek subjects have long been settled. During the war, however, the shipping was chartered to carry coal from England to the Mediterranean; also, during the post-war coal strikes Greek ships carried coal from the United States. But a large part of the fleet is also active in the coasting trade of Greece.

COPY

April 26, 1938

MEMORANDUM FOR MR. TOLSON

RE: CHANGE OF ADDRESS

This is to advise that my residence address has been changed to 222 North Piedmont Street, Arlington, Virginia. The new telephone number is Walnut 7355-W.

Respectfully,

s/W. Cleon Skousen,
Communications Section.

MAY 3 - 1938

WCS
PT
mh

RT
105

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

May 26, 1938.

MEMORANDUM FOR MR. GLAVIN

RE: MISDIRECTED TELEGRAM

*File
ng*

At 11:35 P. M., May 25th, two incoming telegrams were received over the Postal Telegraph machine, one of which was addressed to the Washington Field Division. Both of these wires were blocked up and sent through the Director's Office. I handled these wires and I am well aware of the seriousness of this error. At the time these messages came in, I was alone in the teletype room and busy with several outgoing wires from the Identification Division. This circumstance, however, is no reason whatever for making this error since the procedure followed in the Communications Section is such that this mistake should have been detected regardless of how busy the teletype operators are. I assure you that I shall exert every faculty to the better performance of my duties and shall not permit this error to occur again.

Respectfully,

W. Cleon Skousen
W. Cleon Skousen.

ng

MAY 27 1938

42

skousen

R

WRG:LW

July 9, 1938

"W.C.
SKOUSEN"

MEMORANDUM FOR MR. TOLSON

Reference is made to Mr. Tamm's memorandum to the Director under date of June 3, 1938, submitting his observations and views of the employees assigned to the Communications Section.

It is noted that Mr. Tamm is of the opinion that four employees presently assigned to the Communications Section could be rated only as "Fair". These employees rated as Fair are commented upon by me immediately below:

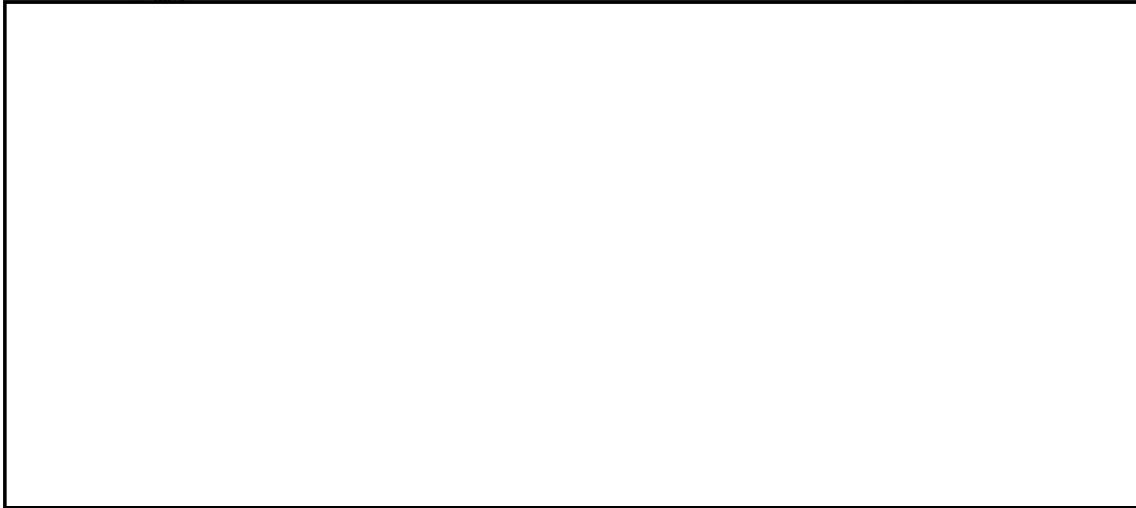
b6
b7C

67-105696-49

Memorandum for Mr. Tolson

- 4 -

July 9, 1938



For your information, for any purpose it may serve, I am listing below the employees as shown on Mr. Tamm's memorandum, rated as I consider their duties permits:

Willard C. Skousen

Excellent



Good
Good

Good
Good
Good
Good
Good
Good
Good

Good
Good
Good
Good

b6
b7C

Respectfully,

W. R. Glavin.

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

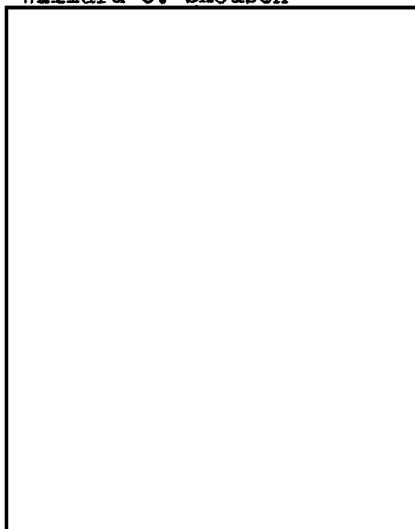
EAT:RP

June 3, 1938.

MEMORANDUM FOR THE DIRECTOR

I have reviewed the files of the employees assigned to the Communications Section and submit the following observations concerning the ability of these employees. My observations are predicated not only upon the information contained in the files of these employees, but also upon my personal evaluation of the employees' ability as a result of my contacts with them, it being noted that in some instances I have little more than a conversational acquaintance with these employees.

Willard C. Skousen



Very Good
Very Good
Very Good

Good
Good
Good
Good
Good
Good
Good

Fair
Fair
Fair
Fair

b6
b7C

Respectfully,

EAT
E. A. Tamm.

RECORDED
JUN 20 1938

43

D

1-2

PC

AHC:DLS

July 27, 1938

Mr. F. C. Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

I have been advised of your interest in making the visit of the wives and relatives of the FBI National Police Academy associates a pleasant one.

Your cooperation in offering to drive our guests to various points of interest on July 17, 1938 was indeed appreciated.

With best wishes and kind regards,

Sincerely yours,

67-6910 44

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

CC-Mr. Crowl



C

V.
R.

JOHN EDGAR HOOVER
DIRECTOR

AHC:EAL

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
November 15, 1938

MEMORANDUM FOR MR. TOLSON

RE: W. CLEON SKOUSEN
Clerical Employee

It is recommended that the above employee be given a 30-day trial as Supervisor in Charge of the Communications Section to replace Mr. C. R. Wilson who has been transferred to the Director's Office.

Mr. Skousen has been assigned to the Communications Section since October 24, 1935, and is presently Night Supervisor. His efficiency ratings have been "Excellent" for the past three years, and I am of the opinion that he has the necessary background to properly handle the position of Supervisor of this section.

In the event this recommendation is approved and his services found satisfactory, at the expiration of 30 days, there will be a recommendation for a promotion from his present grade and salary of CAF-3, \$1680 per annum, to CAF-5, \$2000 per annum.

Respectfully,

A. H. Crowl

A. H. Crowl

333. 61 AON

7-45

ch

December 12, 1938

MEMORANDUM FOR MR. TOLSON

This is to advise that my home telephone number has been changed to Chestnut 2466. My home address will remain the same.

Respectfully,

W. Cleon Skousen.

DEL 15 1938

65-69600-46

ck

not

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Nathan _____
Mr. Tolson _____
Mr. Baughman _____
Mr. Clegg _____
Mr. Coffey ✓
Mr. Crowl ake
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Hottel _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Pennington _____
Mr. Schilder _____
Mr. Tamm _____
Mr. Tracy _____
Miss Gandy _____

AHC:MLJ

Date 12-16-38

MEMORANDUM FOR MR. TOLSON ✓

RE: W. CLEON SKOUSEN -
Clerical Employee.

The above employee has completed a thirty-day trial as Supervisor in charge of the Communications Section, replacing Mr. C. R. Wilson, who was transferred to the Director's Office about a month ago.

Mr. Skousen has had considerable experience in the Communications Section and has recently completed a manual of instructions for the operators of the Bureau switchboard, in an effort to more effectively train the switchboard operators. He is going to prepare other manuals for the other divisions of the Communications Section and I am of the opinion that the interest he is showing in his new assignment warrants his being permanently assigned to the position of Supervisor in charge of the Communications Section.

JAN 6 1939

It is therefore recommended that he be promoted from his present grade and salary to that of the Supervisor in Charge, Grade Caf 5 at \$2,000 per annum.

Respectfully,

7069600-49

A. H. CROWL

Signature

Weg

*1-4-39
1-2-39
1-2-39*

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name:

Mr. W. Cleon Eklund

Date:

January 4, 1939Present Status1. Title: **Night Supervisor,
Communications Section
\$1000 per annum**2. Grade: **CAP 8**

3. Salary:

4. Seat of Government: ()
Field: ()

5. Division:

**Division Four,
Chief Clerk's Office**6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation"Proposed Change7. Title: **Chief,
Communications Section
\$2000 per annum**8. Grade: **CAP 8**

9. Salary:

10. Seat of Government: ()
Field: ()

11. Division:

**Division Four,
Chief Clerk's Office
February 15, 1939**12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation"

13. Effective:

14. Position: Add Vice. **resigned**

15. Remarks:

Identical:

b6
b7C

67-69602 48

CC: Miss Waddle
Chief, Audit Section

Respectfully submitted,

Director, Federal Bureau of Investigation.

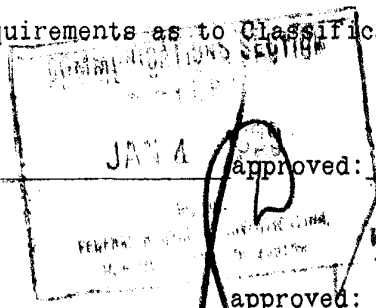
Requirements as to Classification Act:

Efficiency () _____

Date

Initial

Average provision () _____



approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

approved:

The Assistant
to the Attorney General.Note: If more than one personnel change is proposed, schedule the same on a
separate sheet under captions 1 to 15 above, and attach hereto.

AHC:MS
67-69602

January 24, 1939

Mr. W. Clegg Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter
from the Attorney General advising you of your promotion
from \$1680 per annum in Grade Caf 3, to \$2000 per annum in
Grade Caf 5, effective February 16, 1939.

Sincerely yours,

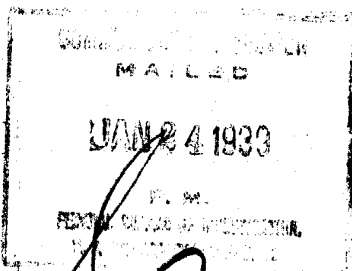
John Edgar Hoover
Director

Enclosure

CC - Mr. Crowl

67-69602-49

Mr. T.
Mr. E.
Mr. C.
Mr. G.
Mr. C.
Mr. C.
Mr. Egan.
Mr. Foxworth.
Mr. Glavin.
Mr. Harbo.
Mr. Lester.
Mr. McIntire.
Mr. Nichols.
Mr. Quinn Tamm.
Mr. Tracy.
Miss Gandy.



✓

4

3

MA

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WSP:112

January 4, 1939

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Night Supervisor, Communications Section
Assignment: Division Four, Chief Clerk's Office
Grade: Caf-3 Salary: \$1580
Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," DEPARTMENTAL

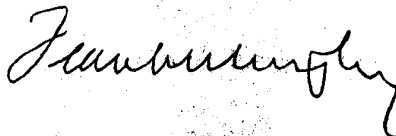
To

Position: Chief, Communications Section
Assignment: Division Four, Chief Clerk's Office
Grade: Caf-6 Salary: \$2000
Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," DEPARTMENTAL

Effective: February 16, 1939

resigned
Respectfully,

b6
b7C



Attorney General.

By the Attorney General:

(Signed) Joseph R. Keenan

The Assistant to the Attorney General.

Employee W. Cleon Skovron of Communications
Section acknowledges promotion and of
his pride at association with FBI.

rcl

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

January 28, 1939

John Edgar Hoover, Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Sir:

I am in receipt of your letter dated January 24, 1939, advising me of a promotion to Grade Caf 5. I desire to express to you my very sincere appreciation for this advancement and for the additional opportunity to serve in the Bureau.

During the three and one-half years that I have been associated with the Bureau, I have gained an ever increasing appreciation of the magnitude of the assignment made to the Bureau and of the comprehensive precision with which that task is discharged. I am sincerely proud to be a participant, even though in a small way, with the men who have made this organization the power for good that it is.

I sincerely trust that your own personal well-being, together with contributing forces and circumstances, will permit the Bureau to enjoy the same continuous success that has characterized its achievements in the past.

Respectfully,


W. Cleon Skousen.

FEB 2 1939

66-1111-50

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In compliance with instructions contained in Section 36 of the Bureau Manual of Rules and Regulations, please be advised that my status with respect to the items listed below is as follows:

- (A) Marital StatusMarried
(Married female employees
state husbands' place of
employment)
- (B) Names of societies or
organizations with which
connected:Phi Alpha Delta--Legal Fraternity
- (C) Legal residence:1409 Waterman Avenue,
San Bernardino, California.
- (D) Education:Associate of Arts
3 $\frac{1}{2}$ years of Law.
Now attending Geo. Washington U.
- (E) Name, address and relation-
ship of person to be notified
in case of emergency:Mrs. Jewel Skousen, (Wife)
222 N. Piedmont Street, Apt. #2.
Arlington, Virginia.
- (F) List of names of any relatives
now in the Government service,
with the degree of relationship,
and where employed. (List all
relatives, including those by
marriage.)None
- (G) Offices where assignment preferred: Washington, D. C. (1)
Los Angeles, California (2)

Very truly yours,

W. Cleon Skousen
W. Cleon Skousen.

mjr a

50X

ANC:woj

June 7, 1939.

**MEMORANDUM FOR MR. T. D. QUINN
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL**

It is requested that the commission of [redacted]
[redacted] as a Notary Public for the
District of Columbia be cancelled.

b6
b7C

In lieu of [redacted] it is desired that
Mr. W. Clegg Skousen, Chief of the Communications
Section of the Chief Clerk's Office of this Bureau,
be appointed as a Notary Public.

The application of Mr. Skousen for this appoint-
ment is transmitted herewith.

Very truly yours,

John Edgar Hoover
Director

Enclosure

67-69602-51

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

RECEIVED
JUN 10 1939
U.S. DEPARTMENT OF JUSTICE

W
VICK

ANC:ELS

April 6, 1999

MEMORANDUM FOR MR. TOLSON

Following is a list of the errors made by the employees of the Chief Clerk's Office during the month of March, 1999:

W. C. [REDACTED] //

Total

1
1
1
2
2
1
3
9
1
6
2
1
7
1
4
2
1
4
4
1
10
1
1
66

b6
b7C

Respectfully,

A. M. Groul

Form PR No. 1 revised

Bureau No. _____

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: **Mr. W. Glenn Stinson**Date: **July 1, 1939**Present Status

1. Title: **Chief, Communications Section** 2. Grade: **CAF 5**
 3. Salary: **\$2800 per annum** 4. Seat of Government: **(SOG)**
 Field: **()**
 5. Division: **Chief Clerk's Office** 6. Appropriation: "Salaries and Expenses,
 Federal Bureau of Investigation"

Proposed Change

7. Title: **Chief, Communications Section** 8. Grade: **CAF 5**
 9. Salary: **\$2100 per annum** 10. Seat of Government: **(SOG)**
 Field: **()**
 11. Division: **Chief Clerk's Office** 12. Appropriation: "Salaries and Expenses,
 Federal Bureau of Investigation"
 13. Effective: **July 1, 1939** 14. Position: Additional: **()**
 Vice:

Identical:

15. Remarks:

61 69602-52

M
e
11K

CC: Miss Waddle
 Chief, Audit Section

Respectfully submitted,

 Director, Federal Bureau of Investigation.

Requirements as to Classification Act:

Efficiency () _____

Date

Initial

Average provision () _____

COMMUNICATIONS SECTION

MAILED

approved: E D

★

JUL 11 1939

The Administrative Assistant
 to the Attorney General.

Funds certification:

F. M.
 FEDERAL BUREAU OF INVESTIGATION
 U. S. DEPARTMENT OF JUSTICE

approved:

The Assistant
 to the Attorney General.

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

WRG:NTS

June 3, 1939

MEMORANDUM FOR MR. TOLSON


In compliance with the Director's instructions, I am listing below the employees presently assigned to duty in the Communications Section as telephone switchboard operators:

W. S. Shousen, Chief, Communications Section, Grade Caf 5,
\$2,000 per annum.

Shousen entered on duty in the Bureau on October 24, 1935, and has been assigned to the Communications Section since that time. He has been actually assigned to communications work as a teletype and switchboard operator for 3 years and 6 months. He is fully qualified in all the functions of the Communications Section and is capable of handling any calls or combination of calls which may be received over the Bureau switchboard. I consider him excellent as an employee, both in production and loyalty to the Director and the Bureau.

b6
b7C

The below listed employees are all designated to telephone switchboard and teletype operator duties:

<u>Operator</u>	<u>Grade</u>	<u>Entered on Duty</u>	<u>Total Time Assigned to Telephone Switchboard and Teletype Duty</u>
	Caf 2, \$1620	10/10/35	Three years, two months
	Caf 2, \$1440	5/23/38	Four months
	Caf 2, \$1800	4/20/34	Four years
	Caf 2, \$1440	10/1/38	Seven months
	Caf 2, \$1440	8/29/38	Four months
	CU 3, \$1200	1/30/39	Two months

(This employee is being given a trial as teletype and switchboard operator at the present time. He is developing very satisfactorily.)

b6
b7C

Memorandum for Mr. Tolson

- 3 -

June 3, 1939

the time these positions were originally allocated, we endeavored to have them placed in Grade Caf 3; however all precedent in the Government service for telephone operators showed such operators in Caf 1 and it was only after considerable discussion concerning these positions that we were successful in securing the allocation Caf 2. It is believed that a minimum of changes should be made in these positions and I have given them my personal consideration for a long period of time. The Director may be assured that no changes in them will be made unless it is absolutely necessary, due to vacancies or additional positions.

Respectfully,

W. R. Glavin

AHC:TWR
67-

July 27, 1939

Mr. W. Glenn Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter from the Attorney General advising you of your promotion from \$2000 per annum to \$2100 per annum in Grade CAF 5, effective July 1, 1939.

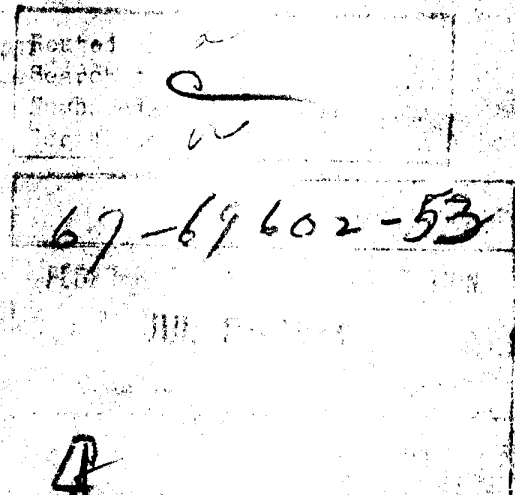
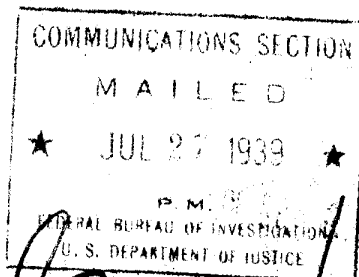
Sincerely yours,

John Edgar Hoover
Director

Enclosure

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

CC: Mr. Crowl



DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

MCP:enk

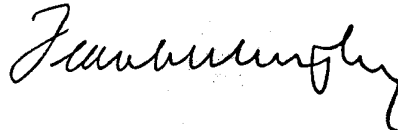
July 1, 1939

Mr. W. Cleon Skousen,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Skousen:

Your salary as Chief, Communications Section, in the Federal Bureau of Investigation, Department of Justice, is hereby increased from \$2000 per annum to \$2100 per annum in Grade Caf-5, effective July 1, 1939, payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL.

Respectfully,



Attorney General.

By the Attorney General:

The Assistant to the Attorney General.

ANC:TWB
67-

July 27, 1939

Mr. W. Glenn Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter from the Attorney General advising you of your promotion from \$2000 per annum to \$2100 per annum in Grade CAF 5, effective July 1, 1939.

Sincerely yours,

John Edgar Hoover
Director

Enclosure

CC: Mr. Crowl

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

HQP:cmk

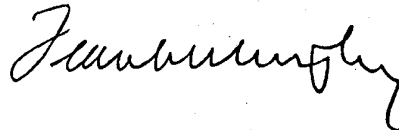
July 1, 1939

Mr. W. Cleon Skousen,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Skousen:

Your salary as Chief, Communications Section, in the Federal Bureau of Investigation, Department of Justice, is hereby increased from \$2000 per annum to \$2100 per annum in Grade Caf-5, effective July 1, 1939, payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL.

Respectfully,



Attorney General.

By the Attorney General:

William F. McGuire

The Assistant to the Attorney General.

HRC:NTS

July 6, 1939

MEMORANDUM FOR THE DIRECTOR

The following employees in Grade CAF 5 are recommended for promotion:

b6
b7C

<u>Name</u>	<u>Assigned</u>	<u>Efficiency Rating</u>	<u>Present Salary</u>	<u>Promotion Recommended</u>
	Identification	Excellent	\$2,000	\$100
	Identification	Excellent	\$2,400	\$100
W. Cleon Skousen	Chief Clerk's Office	Excellent	\$2,000	\$100

Respectfully,

W. R. Glavin

October 3, 1939

Mr. W. Gleason Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

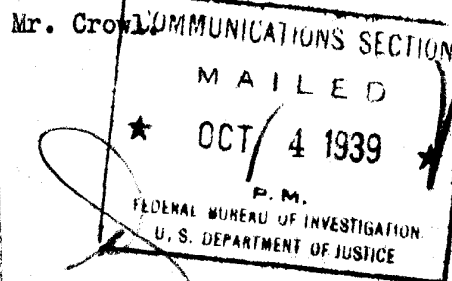
Dear Mr. Skousen:

I have been informed of your faithful and studious efforts in obtaining the correct costumes for the Bureau employees who participated in one of the exercises at the FBI National Police Academy Banquet. I have been further informed of the fact that you went beyond the requests made and engaged in historical research to make certain the proper salutations were given by each of the characters represented and that you drilled and trained these men in their cues and their various positions. I want you to know that I deeply appreciate your patient efforts in this connection which contributed in no small way to the pleasure of the graduates of the FBI National Police Academy who attended the Retraining Course and Reunion.

Sincerely yours

J. Edgar Hoover

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey CC:
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Lawler
Mr. Nichols
Mr. Rosen
Mr. Sears
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy



87-6 54

Handwritten initials and marks, including a large 'X' and some illegible scribbles.

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

HHC:RLC

September 29, 1939

MEMORANDUM FOR THE DIRECTOR

This is to advise that one day last week I conferred with Mr. Cleon Skousen in charge of the Communications Section who was the ranking officer of the FBI Theatre Group. I informed Mr. Skousen of my hope to be able to show the types of uniforms worn by some 12 or 15 types of officers, listing these types. I inquired if he would be able to obtain correct uniforms or costumes to represent these types and he agreed to make an effort. He did locate the uniforms. It is my understanding that he checked available literature and records to make sure that the uniforms were faithful reproductions and he was able to locate 10 that were selected. In addition to this Mr. Skousen did further study and learned the exact type of salute used by each of these officers according to the best available sources. I had never before seen the dress rehearsal of the group who represented the characters from the pages of history. Mr. Skousen got them properly measured; taught them the salute and drilled them on their cues. I consider that he did a grand job on this assignment, going far beyond anything that was requested of him in order to obtain the nearest possible approach to historical accuracy in costume and salutation.

There is attached hereto a letter of commendation addressed to Mr. Skousen, if the Director approves.

Respectfully,

[Signature]
H. H. Clegg

Enclosure.

SEARCHED ☒ INDEXED ☒
SERIALIZED ☒ FILED ☒
OCT 1 1939
FBI - WASH. D. C.

69608-55
FOLLOWS
OCT 1 1939
FBI - WASH. D. C.
che/2

WCS

October 10, 1939

MEMORANDUM FOR MR. TAMM

There is attached hereto an assignment chart which lists alphabetically the types of cases investigated by the Bureau and the names of the supervisors handling them at the Seat of Government. The alphabetical arrangement has been found helpful for reference purposes on the Bureau switchboard and it is respectfully submitted that perhaps the same arrangement in related form would prove equally advantageous in other offices of the Bureau.

Respectfully,

W. Cleon Skousen
Communications Section

Mr. Tamm
10-11-39
56
✓

WRG:ATW:JJM

October 31, 1939

Mr. W. Cleon Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Skousen:

Reference is made to your memorandum to Mr. Tamm dated October 22, 1939, concerning the preparation of an alphabetical assignment chart according to statutes which is being used at the present time in the Communications Section, in which you suggest that it be adopted for use in various other offices of the Bureau.

This chart has been carefully considered by the Bureau and although it is realized that it is of material assistance to the Communications Section, it is not believed that it would be particularly valuable to other units in the Bureau.

I do want you to know that I appreciate deeply the interest which you have taken in your work in submitting this suggestion.

Sincerely yours,

CC - MR. GLAVIN

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Crowl
Mr. Harbo
Mr. Lester
Mr. Quinn
Mr. Nease
Mr. Rosen
Mr. Scott
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

COMMUNICATIONS SECTION
FILE
OCT 2 1939
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

57

JHM:IG

January 4, 1940

Mr. W. Glenn Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Skousen:

The success of the 1939 Annual FBI
Christmas Tree is indeed a credit to the Federal
Bureau of Investigation.

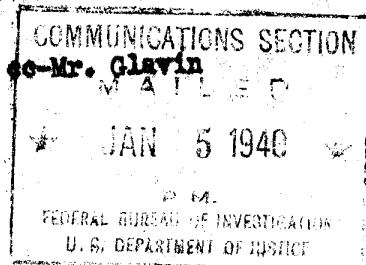
I appreciate the amount of work which
was done by the members of the Christmas Tree
Committee and I want to thank you for your
splendid interest and cooperation in making the
Christmas Tree a success.

With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Mr. Gandy



Routed
Searched
Numbered
Serialized

69-58
JAN 5 1940
SECTION

WFG:JDC

67-

December 3, 1939

MEMORANDUM FOR MR. CLAYTON

This is to advise you that the following employees in the Communications Section received the grades indicated in the typing test recently afforded them:

<u>NAME</u>	<u>GRADE</u>	<u>NAME</u>	<u>GRADE</u>
[REDACTED]	97 1/2	Kavanaugh, Gerard P.	82
STONER, W. CLARENCE	97		
[REDACTED]	95 1/2	Volker, Henry E.	77
[REDACTED]	94 1/2	Coleman, O. Eugene	73
[REDACTED]	94		
[REDACTED]	90	Douglas, Charles F.	69 1/2
[REDACTED]		Riner, James A., Jr.	68 1/2
[REDACTED]	87 1/2		
[REDACTED]	86 1/2	Hoger, J. R.	No grade
[REDACTED]	85	O'Neill, James P.	" "
[REDACTED]	82		

b6
b7C

The above employees should be advised of the grades received.

Very truly yours,

John Edgar Hoover
Director

LAM
67-69602

March 1, 1940

Mr. Walter C. Clephane, Chairman
Committee on Admissions and Grievances
Tower Building
14th and Kay Streets, Northwest
Washington, D. C.

Dear Mr. Clephane:

There is attached, properly executed,
your inquiry of February 27, 1940, regarding Mr.
W. Cleon Shousen, an employee of the Federal Bureau
of Investigation, who has made application for ad-
mission to the Bar of the District Court of the
United States for the District of Columbia.

The self-addressed, stamped envelope which
you enclosed with your inquiry is also attached.

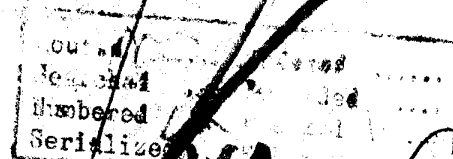
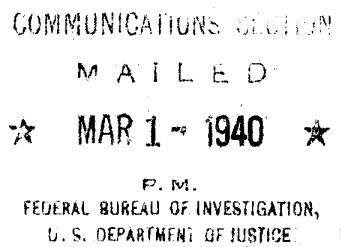
Sincerely yours,

John Edgar Hoover
Director

Enclosure

MAR 3 1940

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Coffey
Mr. Egan
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Hendon
Mr. McIntire
Mr. Nichols
Mr. Rosen
Mr. Quinn Tamm
Tele. Room
Adm. Files
Per. Files
Mr. Tracy
Miss Gandy



Committee on Admissions and Grievances
District Court of the United States
for the District of Columbia

Washington, D. C. Feb. 27, 1940

F.B.I.
Department of Justice
City

Dear Sir:

Willard C. Skousen, has made application for admission to the Bar of the District Court of the United States for the District of Columbia, and has given your name as reference as to his character and moral fitness.

You are therefore requested by the Committee on Examination of the Court to answer the following questions. Answers should be written in the spaces provided for that purpose, and this form returned in the envelope enclosed.

As action upon the application must be delayed until all references are heard from, your kindness in replying promptly will be appreciated.

Very truly yours,

Walter C. Clephane
Chairman
Committee on Admissions and Grievances

ALL COMMUNICATIONS WILL BE TREATED AS CONFIDENTIAL

1. What is your business or profession? Director, Federal Bureau of Investigation
2. How long have you known applicant? Since October 24, 1935
3. Is he related to you. No
4. Between what dates was he in your employ? From October 24, 1935 to present.
5. What was the nature of his duties? Clerical
6. Was he discharged from your service or did he resign? Still employed
If discharged, for what reason?
7. Do you know of any conduct on his part reflecting upon his character and standing as an upright citizen? No
8. Do you regard him as morally fit to discharge the duties assumed by a member of the legal profession? Yes
9. Remarks:

Signature John Edgar Hoover, Director
Federal Bureau of Investigation
Address

*Right Found
3-1-40
C. C. C.*

WRG:whm

March 5, 1940

Mr. W. Cleon Skousen
Communications Section
Seat of Government
Washington, D. C.

Dear Sir:

This will acknowledge the receipt of your communication regarding your desire to be enrolled in the bookkeeping and elementary accounting course. Your name has been placed on the list and you will be furnished with this course of instruction.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director

RECORDED
MAILED
MAR 5 1940 *
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

60

See file

JOHN EDGAR HOOVER
DIRECTOR

WCS

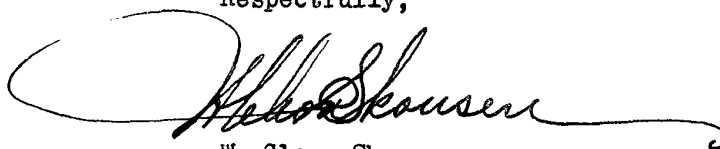
**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

November 17, 1939

MEMORANDUM FOR MR. TOLSON

This is to advise that I do not hold an office in any political organization nor have I ever held such an office in the past.

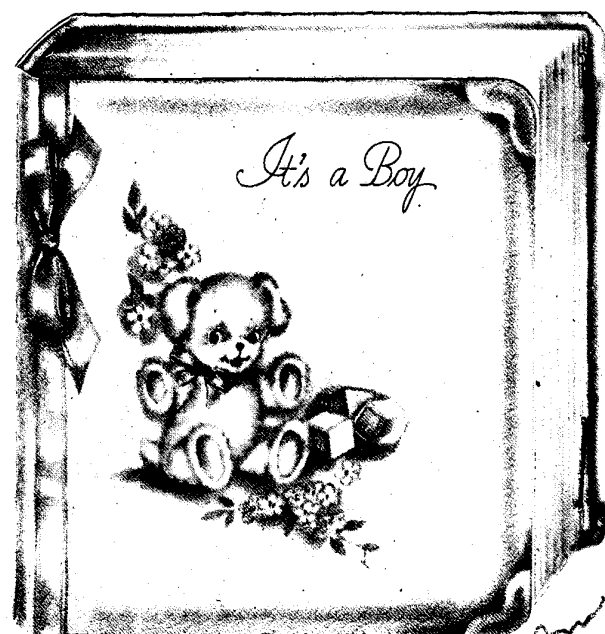
Respectfully,

A handwritten signature in cursive script, reading "W. Cleon Skousen". The signature is written in dark ink and is positioned above the printed name.

W. Cleon Skousen

Mr. Tolson
 Mr. Nathan
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Ladd
 Mr. Coffey
 Mr. Egan
 Mr. Glavin
 Mr. Harbo
 Mr. Lester
 Mr. Hendon
 Mr. McIntire
 Mr. Nichols
 Mr. Rosen
 Mr. Quinn Tamm
 Tour Room
 Adm. Files
 Pers. Files
 Mr. Tracy
 Miss Gandy

Kg
 [Handwritten signature/initials]



Little woman
 3-5 (1/2)
 2-1/2 (1/2)

20 3- Geo Mason -
 67- Arthur J.

NOT RECORDED

EBB

March 5, 1940

Mr. W. C. Skousen
209 George Mason Drive
Arlington, Virginia

Dear Mr. Skousen:

Upon my return to Washington I learned of the arrival of your little son and I want to take this opportunity to extend to you and Mrs. Skousen my congratulations on your good fortune.

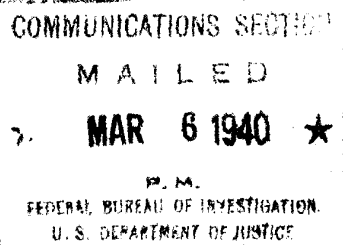
May the young man's life be filled with an abundance of good health and happiness.

Sincerely,

J. Edgar Hoover

CC - Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Nease
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington



126 61
MAR 6 1940
JH

WRG:atw

March 6, 1940

Mr. W. Gleason Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Skousen:

Reference is made to your suggestion to Mr. Glavin under date of February 27, 1940, that a printed signature communication be used in requesting postmasters throughout the country to send back to the Bureau the "return receipt" signed by the addressee.

The Bureau after careful consideration is of the opinion that it should be adopted and I am pleased to advise you that this has been done.

Sincerely,

J. Edgar Hoover

62
MAR 11 1940

CC - Mr. Glavin

Mr. Tolson	_____
Mr. Nathan	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Coffey	_____
Mr. Quinn	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. Hendon	_____
Mr. Mahoney	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Quinn Tamm	_____
Mr. Tracy	_____
Miss Gandy	_____

MAR 8 1940
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

✓
P

WCS

February 27, 1940

MEMORANDUM FOR MR. GLAVIN

As the volume of the Bureau's registered mail has increased, it has been necessary to write a considerable number of letters to post masters throughout the country who have failed to send back to the Bureau the "return receipt" signed by the addressee. In such cases it is necessary to write to the post master in question and ask him to send a duplicate return receipt so that the Bureau's records will reflect whether or not the letter or package was actually delivered.

A form letter to take care of this type of correspondence is attached for approval.

Respectfully,

W. Cleon Skousen

0

63

✓

428 11 1940

#CS

April 3, 1940

MEMORANDUM FOR MR. LAUREL
Mrs. Atkinson

I have just learned that [redacted] who was formerly assigned to the Communications Section as a messenger has been charged with four days annual leave from December 27 to December 30, 1938 which he did not take.

b6
b7C

At this particular time there were several messenger employees who had to rearrange their Christmas schedule as a result of an unusual amount of work which came in. [redacted] made out his request for leave some time in advance and during the unexpected rearrangements that had to be made, his approved leave slip apparently was not canceled. It is respectfully requested that an adjustment be made in the accrued leave of this employee if it is possible to do so at this time.

Respectfully,

W. Cleon Skousen

APR 8 1940
64
[Handwritten signature]

67
JUN 1 1940
June 1, 1940

Mr. W. Cleon Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Skousen:

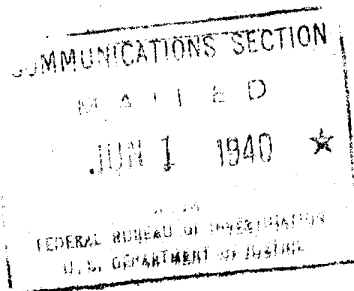
Receipt is acknowledged of your application of May 29, 1940, applying for appointment to the position of Special Agent in this service.

I am pleased to advise you that your name has been referred to the Inspection Staff and examination and interview will be afforded you in the immediate future.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

June 8, 1940

RHL:AC

MEMORANDUM FOR MR. TOLSON

RE: W. CLEON SKOUSEN
Bureau Employee
Special Agent Applicant

In connection with the application of the above employee for the position of Special Agent, I desire to submit the following observations.

Mr. Skousen has been the supervisor in charge of the Communications Section for some time and has handled this assignment in an excellent manner. He presents a good personal appearance, has a very pleasing manner, commands the respect of the employees under his supervision, is cooperative, has initiative, and I believe that he is fully qualified for consideration as a Special Agent. It would be my recommendation that his application be acted upon favorably.

Respectfully,

R. H. Laughlin
R. H. Laughlin

*Skousen has been outstanding
He will make a good agent
y 6/10/40*

Tolson	Index
Belmont	Person
W.C. Sullivan	Chief
Glavin	File

66	100
JUN 22 1940	
JUN 22 1940	
JUN 22 1940	

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

FH:jh

June 6, 1940

MEMORANDUM

RE: W. C. SKOUSEN
Special Agent
Applicant

The above applicant interviewed the writer on June 2, 1940, in regard to a fictitious theft of a fountain pen set from the Chief Clerk's Office. Mr. Skousen had a good approach and properly introduced himself. He asked very pertinent questions in regard to the theft and ascertained information that would enable him to follow up further leads in regard to this theft. He was very resourceful and conducted a thorough interview.

This applicant has a good personality and appeared to be possessed of a sufficient amount of confidence. The only unfavorable comment I would have to make in regard to this applicant is his appearance. He is only average in this respect, but it is believed that he does have possibilities of development. He is possessed of a sufficient amount of intelligence, resourcefulness, and personality to develop satisfactorily. He is rated good, both as to the interview and as to the report of the information ascertained.

Respectfully,


Fred Hallford



JUN 11 1940

.....Mr. Alley	(action desired)		
.....Mrs. Atkinson		Routed.....	(file number 67)
.....Miss Guigon		Searched.....	
.....Mrs. Jacobs		Serialized.....	
.....Mrs. Wackerman		Checked.....	(date stamp)
.....		Filed.....	(routing stamp)
.....			
.....			

Dial 70
with 70
7090
6/9/40
70

**Federal Bureau of Investigation
United States Department of Justice**

June 2, 1940

LAH:BT

To: The Director, Federal Bureau of Investigation, United States Department of Justice, Washington, D. C.

From: Inspector L. A. HINCE

Subject: Report of Interview with Applicant WILLARD CLEON SKOUSEN for appointment as SPECIAL AGENT

1. PERSONAL APPEARANCE:

- 5 A. PERSONAL APPEARANCE AND APPROACH: Excellent. Good. Fair. Poor.
- B. DRESS: Neat. Flashy. Poor. Untidy.
- C. FEATURES: Refined. Ordinary. Coarse. Dissipated.
- D. PHYSICAL DEFECTS, if any: NONE

2. CONDUCT DURING INTERVIEW:

- 5 A. PERSONALITY: Excellent. Good. Fair. Average. Poor.
- B. POISE: Well-poised. Steady. Temperamental. Average.
- C. SPEECH: Average. Reticent. Talkative. Boastful.
- 10 D. ASSURANCE: Self-confident. Fair. Over-confident. Lacking.
- E. NERVOUSNESS: None. Slight. Very nervous.
- F. FOREIGN ACCENT: None. Slight. Noticeable.
- 10 G. TACT: Tactful. Average. Lacking.

3. GENERAL INTELLIGENCE:

- 10 A. Answers general questions definitely. Quickly. Vaguely.
- B. Has Applicant studied Federal Procedure? NO
- 10 C. Any investigative experience? If so, describe -
4½ years as FBI clerk
- 10 D. Does the Applicant appear to be resourceful? YES
- E. Does the Applicant appear to have executive ability? NO
- 10 F. Is he likely to develop? YES

70 4. GENERAL INFORMATION:

- A. What is his ultimate goal in life, aside from his desire to be connected with the FBI?

NO PLANS

- B. What are his recreations and tastes?

READING, TENNIS, SWIMMING

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 10, 1940

Yeavin

RKW
67-69602

SUMMARY OF INSPECTOR'S INTERVIEW AND EXAMINATION

Re: WILLARD CLEON SKOUSEN
Special Agent Applicant

Written rating: 70%
Oral " 70%
Composite " 70%

Age: 27
Married
1 Child

A.A. - San Bernardino Junior College
LL.B.- George Washington Univ.(will receive
degree in June 1940)
Member D. C. Bar

Interviewed and examined at Washington, D. C., June 2, 1940.

Recommendation: Favorable.

Interviewing Official L. A. Hince reports that applicant has a good personal appearance and approach; is neat in dress; has ordinary features; has a fair personality; is well-poised; average in speech; self-confident; tactful; answers general questions definitely; has had investigative experience for 4½ years as a Bureau clerk; appears resourceful; and is likely to develop; however, he is slightly nervous; has not studied Federal Procedure; and does not appear to have executive ability. Mr. Hince states that applicant is above average mentally; is assured; and is sufficiently mature. He thinks applicant has very good prospects for development as an Agent.

Applicant was afforded a special interview test interviewing Special Agent Fred Hallford who reports that applicant had a good approach and properly introduced himself. He asked very pertinent questions and ascertained information that would enable him to follow up further leads in regard to the theft. He was very resourceful and conducted a thorough interview. Agent Hallford states that applicant has a good personality and appeared to be possessed of a sufficient amount of confidence. The only unfavorable comment Agent Hallford would have to make is his appearance. He is only average in this respect, but it is believed that he does have possibilities of development. He states applicant is possessed of a sufficient amount of intelligence, resourcefulness, and personality to develop satisfactorily. Applicant is rated good, both as to the interview and as to the report of the information ascertained.

Mr. R. H. Laughlin, in a memorandum dated June 8, 1940, states that applicant has been the supervisor in charge of the Communications Section for some time and has handled this assignment in an excellent manner. He states applicant presents a good personal appearance, has a very pleasing

.....Mr. Alley	(action desired)	JUN 11 1940	
.....Mrs. Atkinson	<i>off - special June 17 school 8 4/10 ✓</i>	Routed.....	(file number) 69
.....Miss Guigon		Searched.....	
.....Mrs. Jacobs		Serialized.....	
.....Mrs. Wackerman		Checked.....	(date stamp)
.....		Filed.....	(routing stamp)

manner, commands the respect of the employees under his supervision, is cooperative, has initiative, and it is believed that he is fully qualified for consideration as a Special Agent. Recommendation - Favorable. Mr. Glavin notes on this memorandum that applicant has been outstanding and that he will make a good agent.

Related experience: Applicant has been employed in the Bureau since October 1935. He is presently Chief of the Communications Section. His last efficiency rating was excellent.

Endorsers: Former Senator William Gibbs McAdoo endorsed applicant in 1935.

Applicant's Naval Hospital physical reflects his eyes as right 20/40, left 20/20, corrected to 20/20; arches depressed; and he is recommended for arduous physical exertion.


W. R. Glavin

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 2, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Sir:

I interrogated [redacted] Assistant to the Chief Clerk of the FBI whose office is in Room 5517 of the Department of Justice Building, Ninth and Pennsylvania Avenue, Washington, D. C., at which time [redacted] stated that between the hours of 6:30 P.M. on June 1, 1940 and 9:35, June 2, 1940, a standard fountain pen set which is government property was removed from his desk. [redacted] stated that this set is believed to be the ordinary set used in the offices of the Chief Clerk of the FBI. A standard set was examined and these pens were found to be Sheaffer pens, each pen having a gold band around the pen itself and around the holder. The sets are all black and one pen has a red band around the top indicating a pen for red ink. [redacted] stated that he left his office between 6:00 and 6:30 P.M. on Saturday evening June 1; that he locked all doors leading into the halls and the only doors by which access could be had to his office. He stated that he returned to his office the following morning at 9:55 A.M. at which time he noted the set was gone. [redacted] states that there were FBI employees in a nearby office working at the time he left. He further stated that the only other persons having access to his office during the hours that he was absent would be the messengers of the FBI who have pass keys, the guards of the Department of Justice Building who have pass keys and the charwomen whom [redacted] did not believe worked on this particular night. [redacted] stated that the doors of the offices of the Chief Clerk adjoining his own are left open but that all doors leading into the halls are kept locked and were checked by him when he left. [redacted] did not suspect any individual nor was he able to account for the loss of this set.

Very truly yours,

W. C. Skousen
Special Agent Applicant

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

(Place) Washington D.C.
(Date) June 11, 1940

Dear Sir:

Having filed an application for a position as Special Agent in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that in the event of an appointment I will be governed by the following conditions:

1. Upon appointment and within ten days after receipt thereof, I shall be required to proceed at my own expense to Washington, D. C., where I will take the oath of office and enter on duty.
2. That said appointment will be on a probationary basis.
3. That my retention in the Bureau shall be dependent upon the performance of satisfactory services, and if my services are deemed unsatisfactory it is understood that my employment may be discontinued at any time and that I will not receive transportation to my home, or to any other point, at Government expense. JUN 11 1940 70
4. That if appointed I may be sent to any part of the continental or territorial United States that the exigencies of the Bureau's work may require; that my headquarters may be fixed in some jurisdiction other than that in which I have heretofore resided; that my headquarters may be changed as the work of the Bureau may require; and that no transfer will be made from one station to another for personal reasons.
5. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public is fully understood by me, and that the strictly confidential character of any and all information secured by me, in connection directly or indirectly with my work as a Special Agent, or the work of other employees of which I may become cognizant, is fully understood by me, and that neither during my tenure of service with the Federal Bureau of Investigation nor at any other time will I violate this confidence, and I agree that I will not divulge any information of any kind or character whatsoever that may become known to me, to persons not officially entitled thereto.

I further agree that nothing connected with this certification is to be construed by me as an assurance that an appointment will be tendered me; that I fully understand all of the foregoing and that the conditions specified herein are agreeable to me; that if appointed I will abide by the foregoing conditions, and I am fully cognizant that the provisions mentioned above are to be complied with and they are to be regarded as a part of my appointment if it is subsequently tendered to me and accepted.

Subscribed and sworn to before me this

Very truly yours,

11 day of June, A.D. 1940
Mary B. Lewis
Notary Public

Walter Skansen

FEDERAL BUREAU OF INVESTIGATION

Mr. **Mr. N. Cleon Ekousen**
Miss _____
Mrs. _____

Date **June 11, 1940**

New appointment ☒ Transfer ☐ Promotion ☐ Separation ☐

PRESENT STATUS

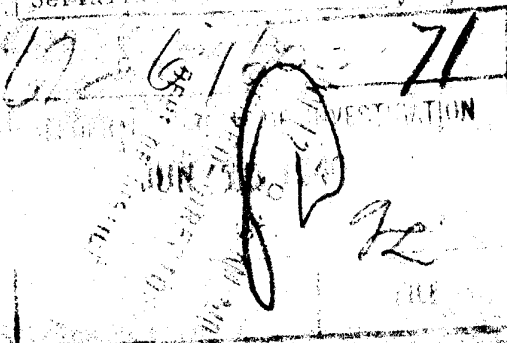
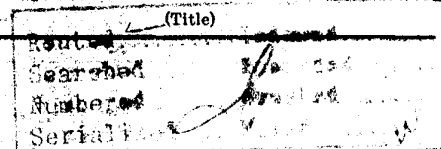
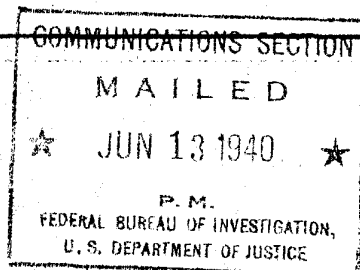
- | | |
|--|---|
| 1. Title: Chief, Communications Section | 2. Grade: CAF 5 |
| 3. Salary: \$2100 per annum | 4. Seat of Government: <input checked="" type="checkbox"/>
Field: <input type="checkbox"/> |
| 5. Division: Division Four
Chief Clerk's Office | 6. Appropriation: "Salaries and Expenses, FBI" |

PROPOSED ACTION

- | | | |
|--|--|-----------|
| 7. Title: Special Agent | 8. Grade: CAF 9 | b6
b7C |
| 9. Salary: \$3200 per annum and
\$5.00 per diem | 10. Seat of Government: <input type="checkbox"/>
Field: <input checked="" type="checkbox"/> | |
| 11. Division: | 12. Appropriation: "Salaries and Expenses, FBI" | |
| 13. Effective: With entry on duty | 14. Position: Vice: <input type="checkbox"/> transferred | |
| 15. Remarks: Recommended for appointment as a Special Agent in Grade CAF 9, with salary at the rate of \$3200 per annum and \$5.00 per diem in lieu of subsistence and expenses of travel and operation when absent from official headquarters. | | |

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation



LHM
67-69602

June 11, 1940

Mr. W. Clegg Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

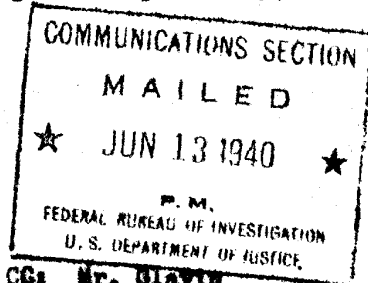
Dear Mr. Skousen:

You are hereby offered an appointment as a Special Agent in the Federal Bureau of Investigation, United States Department of Justice, in grade CAF 9, with salary at the rate of \$3200 per annum. You will also be allowed your expenses of travel and operation in accordance with existing regulations, and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are fixed at Washington, D. C. effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties.

This appointment is of a probationary character solely, and it is to be understood that it will be necessary for you to demonstrate fully your fitness for continued employment in the Federal Bureau of Investigation. It is also understood that you are to proceed on orders to any part of the country that the exigencies of the service may require. You should therefore arrange your personal matters before taking oath of office that you will be able to accept assignment to any part of the country where your services may be needed.

You should notify this office at once if this appointment is accepted. Should you accept, you are directed to report for oath of office and assignment to Room 5256 United States Department of Justice Building at 9:00 A. M. on **June 17, 1940.**

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for oath of office.



Sincerely yours,

John Edgar Hoover
Director

CC: Mr. Glavin

FEDERAL BUREAU OF INVESTIGATION

From: Chief Clerk's Office Room 5513

June 11, 1940

To: ☒ Director
☒ Mr. Tolson
☐ Mr. Glavin
☐ Mr. Tracy
☐ M _____

FOR APPROVAL TO GO OUT

Appointment, MR. W. CLEON SKOUSEN, CAF 9;
 \$3200, Special Agent, for school of June 17th.

Ex-Senator William Gibbs McAdoo of California
 endorsed above for appointment in 1935.

Mr. Skousen has been employed in this Bureau
 in a clerical capacity since 10-24-35. *W. R. Glavin*

K Mr. Nathan _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Ladd _____
 Mr. Coffey _____
 Mr. Egan _____
 Mr. Glavin ☒ *W. R. Glavin*
 Mr. Laughlin _____
 Mr. Harbo _____
 Mr. Lester _____
 Mr. Hendon _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Quinn Tamm _____
 Mr. Tracy _____
 Miss Gandy _____

CC-186

W. R. Glavin

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WCS

June 15, 1940

Mr. Tolson	✓
Mr. Clegg	
Mr. Foxworth	
Mr. Ladd	
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Egan	
Mr. Glavin	✓
Mr. Nichols	
Mr. Hendon	
Mr. Rosen	
Mr. Tracy	
Miss Gandy	

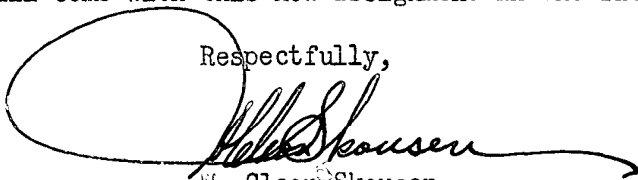
Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

It is a pleasure to accept the offer of appointment to the position of Special Agent in the Federal Bureau of Investigation. It is my sincere desire to perform the duties of this new assignment in a manner that will meet the immaculate requirements of this Bureau. I appreciate the confidence represented by this appointment and it shall be my constant determination to vindicate this trust.

It has been a source of instruction and inspiration to me to have the opportunity of participating in the work of the Bureau at the Seat of Government during the past four and a half years and I am looking forward with keen anticipation to the new experiences and the development that will come with this new assignment in the field.

Respectfully,


W. Cleon Skousen

73

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

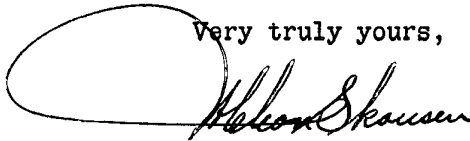
June 17, 1940

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In response to Bureau communication of
November 15, 1939 concerning Departmental Circular
#3302 please be advised that I have not been holding
office in any political party or political club.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Nelson Skansen", is written over a large, hand-drawn oval. The signature is dark and fluid.

Note:

If the above is answered affirmatively an
explanation follows stating whether or not you have
resigned and the date of resignation.

Handwritten notes:
6-17-40
[unclear]

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

June 21, 1940

MEMORANDUM

A search of the files of this Division
fails to disclose any record of Willard Cleon Shousen,
employee, whose fingerprint card has been
retained here. The fingerprint classification
in this case is 16 O 27 W IIO 20.
M 27 W IIO

Respectfully,

Q. Tamm
Q. Tamm

JUN 29 1940

RECORDED

74

MH

June 18, 1940

MEMORANDUM FOR MR. T. D. QUINN
THE ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

This is to advise you that the following individuals entered on duty in the Federal Bureau of Investigation as Special Agents on June 17, 1940:

	W. Cleon Skousen

b6
b7C

Oaths of office have been received from the above employees.

Very truly yours,

John Edgar Hoover
Director

I, Willard Glen Skousen..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office ofSpecial Agent in the Federal Bureau of Investigation.....
.....United States Department of Justice.....
on which I am about to enter: So help me God.

(Sign here)

Subscribed and sworn to before me this

17th day of June 1940

.....Marion B. Lewis.....
Notary Public.

DATE OF ENTRY ON DUTYJune 17, 1940.....

DATE OF BIRTHJanuary 20, 1913.....

PLACE OF BIRTH*Raymond, Alberta, Canada.....

* If foreign born, date of naturalizationBorn of American Parents.....

LEGAL VOTING RESIDENCECalifornia - San Bernardino.....

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT

.....No.....
(Yes or no)

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

June 11, 1940

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby appointed a Special Agent in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$3200 per annum in Grade Caf 9. You will also be allowed your expenses of travel and operation in accordance with existing regulations and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are hereby fixed at Washington, D. C., effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties. Your headquarters will thereafter be changed from time to time to such places as may be deemed advisable by the Director of the Federal Bureau of Investigation, under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," FIELD.

This appointment will take effect when you enter on duty at Washington, D. C.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,



Attorney General.

By the Attorney General:



The Assistant to the Attorney General.

THE FBI PLEDGE FOR LAW ENFORCEMENT OFFICERS

Humbly recognizing the responsibilities entrusted to me, I do vow that I shall always consider the high calling of law enforcement to be an honorable profession, the duties of which are recognized by me as both an art and a science. I recognize fully my responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public duty and in private living. I accept the obligation in connection with my assignments to report facts and to testify without bias or display of emotion, and to consider the information, coming to my knowledge by virtue of my position as a sacred trust, to be used solely for official purposes. To the responsibilities entrusted to me of seeking to prevent crime, of finding the facts of law violations and of apprehending fugitives and criminals, I shall give my loyal and faithful attention and shall always be equally alert in striving to acquit the innocent and to convict the guilty. In the performance of my duties and assignments, I shall not engage in unlawful and unethical practices but shall perform the functions of my office without fear, without favor, and without prejudice. At no time shall I disclose to an unauthorized person any fact, testimony, or information in any pending matter coming to my official knowledge which may be calculated to prejudice the minds of existing or prospective judicial bodies either to favor or to disfavor any person or issue. While occupying the status of a law enforcement officer or at any other time subsequent thereto, I shall not seek to benefit personally because of my knowledge of any confidential matter which has come to my attention. I am aware of the serious responsibilities of my office and in the performance of my duties I shall, as a minister, seek to supply comfort, advice and aid to those who may be in need of such benefits; as a soldier, I shall wage vigorous warfare against the enemies of my country, of its laws, and of its principles; and as a physician, I shall seek to eliminate the criminal parasite which preys upon our social order and to strengthen the lawful processes of our body politic. I shall strive to be both a teacher and a pupil in the art and science of law enforcement. As a lawyer, I shall acquire due knowledge of the laws of my domain and seek to preserve and maintain the majesty and dignity of the law; as a scientist, it will be my endeavor to learn all pertinent truth about accusations and complaints which come to my lawful knowledge; as an artist, I shall seek to use my skill for the purpose of making each assignment a masterpiece; as a neighbor, I shall bear an attitude of true friendship and courteous respect to all citizens; and as an officer, I shall always be loyal to my duty, my organization, and my country. I will support and defend the Constitution of the United States against all enemies, foreign and domestic; I will bear true faith and allegiance to the same, and will constantly strive to cooperate with and promote cooperation between all regularly constituted law enforcement agencies and officers in the performance of duties of mutual interest and obligation.

June 18, 1940
Date

Name

Title

Law Enforcement Organization.

William Skousen
Special Agent
Federal Bureau of Investigation

Place

Washington D.C.

Date

June 17, 1940

Special Agent

Willard Chas SprousenI. DEGREE:Assoc. of Arts
L.L.B.SCHOOL:San Bernardino J.C.
Geo. Washington U.LOCATION:San Bernardino California
Washington D.C.II. BARS:District of ColumbiaYEAR ADMITTED:1940III. CERTIFIED PUBLIC
ACCOUNTANTS:YEAR:IV. LANGUAGES:INDICATE DEGREE OF PROFICIENCY:V. SPECIAL QUALIFICATIONS(Give detailed information regarding
previous employment, vocations,
avocations and special abilities)Switchboard operatorTeletype operatorMissionary ExperiencePublic SpeakingTeacherStage - acting + ProductionINDICATE DEGREE OF PROFICIENCY:

Very	Good
Very	Good
Very	Good
Very	Good
Very	Good
	Good

VI. MILITARY & NAVAL AFFILIATIONS

(Include reserve officer's commission.)

Special Agent in Charge

W. C. ...

RECORDED
JUL 14 1940

69602-76	
JUN 29 1940	
Numbered	File
CHF. CLK. <i>[Signature]</i>	
GODDGE	

P

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

.....
OFFICIAL BUSINESS

Penalty For Private Use To Avoid
Payment Of Postage, \$300

NAME *Shaw, C.*

N.M.S. Form 16.

STATUS *Y.B.T.*

LABORATORY EXAMINATION

U.S. NAVAL MEDICAL SCHOOL

Naval Medical Center

Washington, D.C.

DATE *6/3/40*

4970

REPORT

KAHN

WASSERMANN

Request of *Dr. Duncan*

Address: *Y.B.T. Room*

Request for Blood KAHN and Blood

WASSERMANN TESTS.

Qualitative	Quantitative Units	Cholesterolized Antigen
NEGATIVE		NEGATIVE

"BLOOD TYPE" _____

F.W. Farrar
F.W. FARRAR,

Lieut. (MC) USN.

(MC), U.S.N.

Sch

NAME SKONSON, C.

N.M.S. Form 6.

LABORATORY EXAMINATION

RATE F.B.I.

U. S. NAVAL MEDICAL SCHOOL,

Naval Medical Center,

DATE 6-3-40

Washington, D. C.

Request of

Dr. Duncan

Address:

F.B.I. Room.

Diagnosis

Character of examination desired

R. & M.

Amount 24 hrs. Submitted

Appearance Amber clear

Reaction Acid Sp.Gr. 1.024

Albumin Negative

Sugar Negative

Occult Blood Negative

Special

Casts

Cylindroids

Mucus Numerous shreds

Leucocytes Occasional

Erythrocytes --

Epithelium Few squamous.

Crystals

L. R. Newhouse (MC), U.S.N.
L. R. NEWHOUSER

Asst. Comdr. (MC), U.S.N.

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS OF THE
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

Washington D.C. June 3 1940
Place

HISTORY

Name W. Cleon Skousen Age 27 years, 5 months
Raymond, Alberta Number of
Nativity (state) Canada Married, Single, Widowed: Married Children 1

Diseases, operations, or injuries previous to age of 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

Measles, chicken pox, whooping cough, Tonsilectomy

Diseases, operations, or injuries subsequent to age 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

None

Father (Living? Yes State of Health Very good
(Dead? _____ Cause & age at death? _____)

Mother (Living? Yes State of Health Good
(Dead? _____ Cause & age at death? _____)

Brothers (Number living 5 State of Health Very Good
(Number dead _____ Cause & age at death? _____)

Sisters (Number living 2 State of Health Good
(Number dead _____ Cause & age at death? _____)

Has any member of family suffered from neurasthenia or insanity or been confined in any institution for the insane? Give relationship and full history of case.

No

Has any blood relative been an inmate of a penal institution or poorhouse? Give relationship and state reasons.

No

Habits: Tobacco? No Alcoholics? No Drugs? No

6-15-40
768

PHYSICAL EXAMINATION

Eyes: Color? gray blue Exophthalmos? no

Chronic inflammation? no Other abnormality? no

Eyelids: Ptosis? no Condition of conjunctiva on eversion? normal

Other eye conditions? no

Vision: (Note: Each eye must be tested separately.)

Does candidate wear glasses? yes For what purpose? —

Distant: Uncorrected vision of right eye? 20/40 Left eye? 20/50

Corrected vision of right eye? 20/20 Left eye? 20/20

Near: Uncorrected vision of right eye? J T Left eye? J T

Corrected vision of right eye? — Left eye? —

Remarks: no

Color sense: Normal

(Standard color plate test required)

Ears: Abnormalities? no Evidence of mastoid or other disease? no

Condition of drums? Right normal Left normal

Hearing: (Note: When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard:

Right ear — feet. Left ear — feet.

Distance whispered speech (Using residual air) can be heard:

Right ear 15/15 feet. Left ear 15/15 feet.

(Note: Use tuning fork tests, Rinne, Weber & Schwabach, if indicated.)

Right ear — Left ear —

Nose: Deflection of septum 2 moderate left Polypi? no

Chronic nasal disease? no Is candidate a mouth breather? no

Palate: Cleft or perforated? no Other conditions? no

Fauces: Condition of tonsils? removed Pharynx? no

H. E. Robins
Signature of Examining Specialist.

Height? 5 feet, 9 inches. Weight, stripped? 139 Pounds.

General appearance:	(Robust? <u>✓</u>)	Complexion:	(White? <u>✓</u>)
	(Puny? _____)		(Colored? _____)
	(Plethoric? _____)		(Blonde? _____)
	(Anaemic? _____)		(Brunette? <u>✓</u>)
	(Corpulent? _____)		(Florid? _____)
	(Emaciated? _____)		(Sallow? _____)

Skin: Diseases? ✓

Hair: Color: dk. Brown Thickness ✓

Glands: Enlargement: h Other abnormalities h

Head, Depressions? h Asymmetries? h

Facial disfigurement? h Facial asymmetry? h

Abnormalities of speech? h

Neck: Goitre? h Other conditions? h

Chest: Inspiration 36 inches. Expiration 33 inches. Respiratory rate? 16

Inspection: h

Lungs: Palpation: h

Percussion: h

Auscultation: h

X-ray examination: h

Heart: Palpation: h

Percussion: h

Auscultation: h

Exercise Test: Step upon chair 25 times in 30 seconds. Pulse rate should return to normal after two minutes.

Pulse rate: Sitting 70 After exercise 110

Condition of heart after exercise: h

Blood pressure, Systolic? 114 Distolic? 66 Pulse pressure 48

Abdomen:

Circumference at umbilicus? 30^{cm} Tenderness? h
Other abnormalities? h
Liver, percussion? h Palpation? h
Spleen, percussion? h Palpation? h
Inguinal rings? h Hernia? h

Scrotum:

Varicocele? h Hydrocele? h Sarcocoele h

Testicles:

Induration? h Atrophy? h
Other conditions? h

Penis:

Epispadias? h Hypospadias? h
Condition of prepuce? h Venereal diseases? h

Anus:

Hemorrhoids? h Fistulae? h
Prolapse of bowel? h Other conditions h

Spine:

Tenderness? h Curvature? h

Reflexes:

Pupillary: h Cremasteric: h
Patellar: h Babinski: h Ankleclonus: h

Upper Extremity:

Missing fingers? h Contractures of hand? h
Condition of joints? h Other conditions? h

Lower Extremity:

Flat foot? Arches depressed Bowled legs? h
Knock-knees? h Varicose Veins? h

Hammer toes? ✓ Bunions? ✓

Other abnormalities? ✓

Agility:

Co-ordination of muscular movements? ✓ Romberg? ✓

Defects of gait? ✓

Mental Condition? ✓

(Note: If indicated refer to specialist)

Temperature? _____

Has this person been successfully vaccinated within 5 years? No

Has this person had prophylactic typhoid inoculation? yes Date last taken 1930

Urine: Color? _____ Sp. Gr.? _____ Albumin? _____ Sugar? _____

Reaction? attended Shreds? _____ Blood cells? _____

Pus cells? Report Casts? _____ Epithelial cells? _____

Blood: Red corpuscles per C.mm _____ White corpuscles per C.mm _____

Differential count _____

Blood serologic tests (syphilis): _____ Haemoglobin per cent: _____

Has candidate any of the following defects, viz: Cachexia, or apparent predisposition to any constitutional diseases, permanent defects of either of the extremities or articulations, including defects of gait, flat foot, badly bowed legs, knock-knees, unnatural curvature of the spine, impaired vision, color-blindness, chronic diseases of the visual organs, epilepsy, insanity, chronic diseases of the ears, deafness, chronic nasal disease, polypi, chronic ulcers or cicatrices of old ulcers likely to break out afresh, chronic cardiac pulmonary or renal affections, insufficient chest expansion, hernia, sarcocele, hydrocele, varicocele (unless slight), fistula in ano, hemorrhoids, varicose veins on lower limbs (unless slight) stature less than 5 feet 4 inches, or more than 6 feet 2 inches, or any marked abnormality of speech or facial disfigurement?

Report of any special examination:

DENTAL EXAMINATION OF _____

GENERAL ORAL CONDITION

MUCOUS MEMBRANE

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Inflamed
<input type="checkbox"/>	Swollen
<input type="checkbox"/>	Ulcerated
<input type="checkbox"/>	Septic

SALIVA

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Excessive
<input type="checkbox"/>	Acidity
<input type="checkbox"/>	Thick or ropy
<input type="checkbox"/>	Odor

OCCLUSION

<input type="checkbox"/>	Normal
<input type="checkbox"/>	Class I
<input type="checkbox"/>	Class II
<input type="checkbox"/>	Class III
<input checked="" type="checkbox"/>	<i>Rt. Partial Crossbite</i>

TONGUE

<input type="checkbox"/>	Coating
<input type="checkbox"/>	Cryptic
<input type="checkbox"/>	Ulcerated
<input type="checkbox"/>	Enlarged

Glands _____

Sinus _____

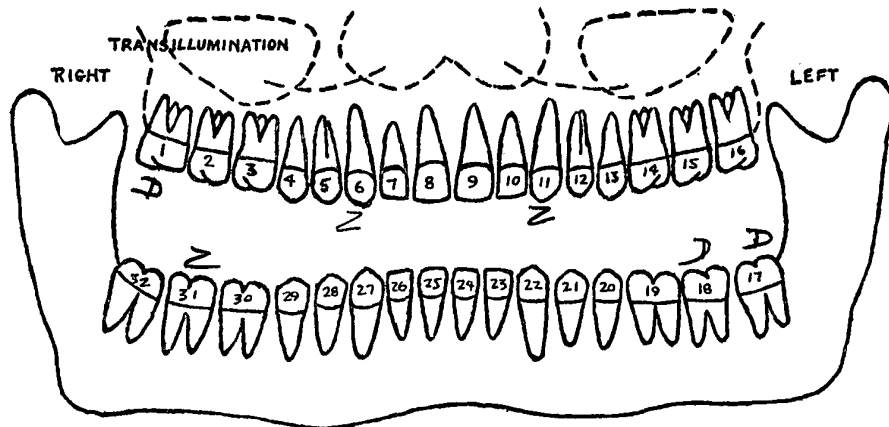
Throat _____

ARCH

<input type="checkbox"/>	Square
<input checked="" type="checkbox"/>	Tapering
<input type="checkbox"/>	Ovoid

DENTAL DIAGNOSIS

- A. Labial
- B. Lingual
- C. Incisal
- D. Occlusal
- E. Buccal
- G. Mesial
- H. Distal
- K. Mesio-labial
- L. Disto-labial
- M. Mesio-lingual
- N. Disto-lingual
- O. Mesio-incisal
- P. Disto-incisal
- R. Mesio-occlusal
- S. Disto-occlusal
- T. Bucco-occlusal
- U. Lingual-occlusal
- V. Mesio-distal-occlusal
- W. Bucco-lingual-occlusal



☒ Roots ☐ Abscess ☐ Impacted ☐ Crown ☐ Devitalized ☐ Dummy bridge ☐ On denture ☒ Missing ☒ Extraction Indicated

X-ray No. _____ X-ray reading _____

Gingival disease (indicate nature and extent) _____

Conditions of appliances replacing teeth _____

Remarks: *#7 Rotated*

#22 Inclined labially

In case a dentist is not available to make the dental examination, the medical examiner shall record missing teeth, prosthetic replacements, and give a general estimate of oral condition.

Date *6-3-40* (Signature) *Carl A. Schuch*
Dental Surgeon

Summary of Findings

(Summarize here all defects found.)

1. Defective vision Rt 20% corr. to 20%
2. Acute depression.
3. _____
4. _____
5. _____

Recommendations: Typhoid & Small pox prophylaxis

Applicant
S. A.

1. Is this man capable of strenuous ☒ moderate _____ light _____
or very light _____ physical exertion. (Indicate which).
2. Has this man any defect which would interfere with his participation
in raids or other work connected with the detection and apprehension
of criminals which might entail the practical use of firearms?
(Indicate YES or NO) No

Remarks: No disqualifying defects.

H. B. Ryle
R. D. Brown
Amey Brown

Administrative action by Federal Bureau of Investigation.

DIRECTOR

June 19, 1940

~~PERSONAL AND CONFIDENTIAL~~

Mr. W. Glenn Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Washington, D. C., on June 3, 1940.

This report reflects the following physical defects:

Defective vision, right eye 20/40 - corrected to 20/20.

Arches depressed.

The Board of Examining Physicians recommends that you be inoculated for typhoid and vaccinated for smallpox. It reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

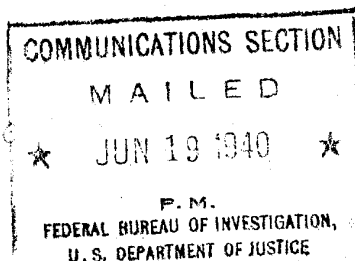
For your information, it was determined during this examination that your blood is International Type "O".

Sincerely yours,

John Edgar Hoover
Director

CC - Mr. Nathan

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



JUN 28 1940

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

WCJ

July 16, 1940

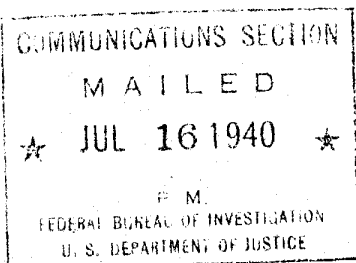
MEMORANDUM FOR MR. T. D. QUINN
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

Reference is made to the commission held by
Mr. W. Gleen Skousen as a Notary Public in the Chief
Clark's Office of this Bureau. Inasmuch as Mr. Skousen
has been transferred to the Field service of the Federal
Bureau of Investigation it is requested that his com-
mission as a Notary Public be cancelled, effective im-
mediately.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



67-616-78
JL

July 15, 1940

NAME - W. CLEON SKOUSEN

TITLE - Special Agent

AGE - 27

EDUCATION - LL.B.

MARITAL STATUS - Married

PREVIOUS VALUABLE EXPERIENCE - Clerk,
messenger

LEGAL RESIDENCE - San Bernardino, California

OFFICE OF PREFERENCE - Any California
office, Salt Lake City,
Washington, D. C.

This is a former Bureau clerk. He is 27, married, has one child, was formerly in the communications section, is originally from San Bernardino, California, and attended George Washington University.

I think he is definitely intelligent. I think he is above average and will be above average. He could be assigned anywhere. An eastern rural assignment would probably balance him best.

Mr. Logan reports he has qualified in all Bureau firearms.

Mr. Tolson _____

Mr. Nathan _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Ladd _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

FIF

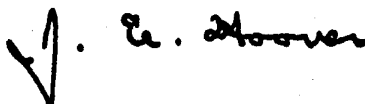
July 22, 1940

0
Mr. W. Cleon Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

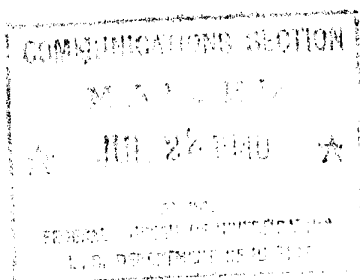
Dear Mr. Skousen:

This will acknowledge receipt of your contribution of \$10 to the fund to be paid to the designated beneficiary of any participating Special Agent of the Bureau who may lose his life by violence in the line of official duty.

Very truly yours,



John Edgar Hoover
Director

61-
NOT RECORDED

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 15, 1940

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund and who may lose his life by violence in line of official duty, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10), made payable to the Chief Clerk of said Bureau, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. In the event of a finding that the death was by violence in line of official duty, appropriate instructions will be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

b6
b7C

Name

[Redacted Name]

Address

[Redacted Address]

Relationship

[Redacted Relationship]

Very truly yours,

[Signature]
Special Agent

*Entered
7/15/40*

July 23, 1940

Special Agent in Charge
Omaha, Nebraska

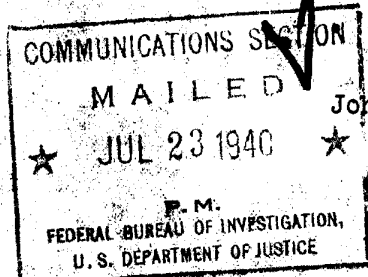
Dear Sir:

This is to advise you that Special Agent **W. C. Skousen** who entered on duty **June 17, 1940**, in Grade Caf-9, at a salary of \$3,200 per annum, has been directed to report to you for assignment. The training school terminates on **August 3, 1940**, on which date he will proceed to your division. You should advise the date of his arrival.

You are instructed to continue the training of the Agent so that he may receive experience in all branches of the work of the Bureau. In submitting special efficiency reports, in accordance with the provisions of the Manual of Rules and Regulations, you should include statements as to the kinds of cases on which the employee has been engaged, his ability or lack thereof in any certain phase of the work, and particularly his ability to perform more involved investigations, such as bankruptcy. It is further desired that you give your personal attention to the development of this employee along administrative and executive lines and that any pertinent information indicating possibilities for assignment to such work be reported to the Washington headquarters of the Bureau from time to time.

Very truly yours,

Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....



John Edgar Hoover
Director

JUL 27 1940

WCS

Federal Bureau of Investigation
United States Department of Justice

FBI Training Center
July 30, 1940

MEMORANDUM FOR MR. NATHAN

On Sunday, July 28, 1940, a photograph of the writer was published in the Washington Post with a caption identifying the writer with the Bureau. I fully appreciate the embarrassment that this may have caused the Bureau and I would like to set out the circumstances relating to this incident.

A farewell social was given for the writer and his wife on Saturday evening, July 27, at which approximately 250 persons were in attendance. At the time of the presenting of a gift, a photographer prepared to take a picture. I immediately approached the photographer before he could take the picture and talked with him in a nearby room. It was ascertained that his name was Burruss and that he was from the Washington Post. I pointed out to him that it was strictly against the policy of the Bureau to have its agents photographed. Mr. Burruss thereupon stated that the arrangements to take the picture had been made with one of the sponsors of the party who apparently did not know of this rule and that he was only desirous of taking a "social picture" which would not be accompanied by any story. He stated that the caption to the picture would not refer to the Bureau nor would it indicate the writer's destination. This incident had caused an interruption in the proceedings of the party and therefore, after considering Mr. Burruss' statement I permitted the picture to be taken.

Upon the termination of the social, the writer telephonically communicated with the Washington Post and talked with the person on the city desk whose name was understood to be Wiltz. I advised Mr. Wiltz that I was desirous of knowing what caption was going to be used in connection with the picture referred to above. Mr. Wiltz then read the caption which he stated he had prepared himself and it was noted that it contained a reference to the Bureau. I vigorously protested whereupon Mr. Wiltz stated that the picture would be of no value unless the principals in it were identified. He said he was desirous of cooperating, however, and that he would consider revamping the page he was then preparing with a view toward eliminating the photograph altogether. I told him that I would certainly appreciate it if this were done.

I then called Mr. Tracy at home and advised him of the above circumstances and inquired as to whether or not it would be desirable to press the matter further. Mr. Tracy stated that inasmuch as the city editor had been advised of the Bureau's position, the whole matter would have to be left to his discretion and that no further action should be taken.

I checked the Sunday edition of the Post the following morning and did not find the picture in the edition which was distributed in Arlington, Virginia. I therefore presumed that Mr. Wiltz had eliminated the photograph as he had indicated that he would. I learned yesterday, however, that this photograph did appear in a later edition of the Sunday Post which was distributed in Washington, D. C., and the writer was indicated in the caption as being a Special Agent of the Bureau.

Memo. for Mr. Nathan

- 2 -

July 30, 1940

I sincerely regret any embarrassment incurred by the Bureau as a result of this incident. I feel that I exercised very poor judgment in permitting the picture to be taken in the first instance and I realize the seriousness of having the Bureau's Agents identified in newspaper photographs. I shall take every precaution to see that no incident such as this occurs in the future.

Respectfully,

A handwritten signature in cursive script, appearing to read "W. Cleon Skousen", with a long horizontal flourish extending to the right.

W. Cleon Skousen
Special Agent

August 8, 1940

LAH:MET

Mr. C. W. Stein
Federal Bureau of Investigation
U. S. Department of Justice
629 First National Bank Building
Omaha, Nebraska

~~CONFIDENTIAL~~

Dear Sir:

There is attached hereto a record of the attendance of Special Agent William Cleon Skousen at the Training School for New Special Agents of the Bureau.

The enclosure is for your confidential information. It should be placed in the Special Agent's personnel file. The information contained in this report may be used by you as a guide in the future training of this employee.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

Enclosure

RECEIVED

AUG 10 1940

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

612 81
[Handwritten signature]
0

AUG 10 1940

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MEMORANDUM FOR THE DIRECTOR

TRAINING SCHOOL FOR NEW SPECIAL AGENTS - EFFICIENCY REPORT

Re: Willard Cleon Skousen

Date Submitted August 7, 1940

Date of Training School 6/17 to 8/3/40

Age 27

Legal Residence San Bernardino, California

Marital Status Married

Offices of Preference Any California Office, Assigned to Omaha, Nebraska
Salt Lake City, Washington, D. C.

Education: LL.B.

Previous Valuable Experience: clerk, messenger

Training School Grades

Examination, Rules & Regulations	<u>93</u>	Auditory Test	<u>Good</u>
Examination, Manual of Instructions	<u>97.5</u>	Visual Memory Test	<u>Good</u>
Examination, National Defense	<u>95</u>	Fingerprint Identification Test	<u>Rec. Trg.</u>
NMVT Special Interview Test	<u>Good</u>	Bankrupt Report Test	<u>Received Training</u>
Investigative Work in Wash. Field Div.	<u>Excellent</u>	Auto Driving	<u>Good</u>
Dictation Ability	<u>Excellent</u>	Scientific Training	<u>100</u>
Searches at Crime Scene	<u>Good</u>	Moot Court	<u>Excellent</u>
		Crime Statistics Test	<u>Received Training</u>

Firearms Training

Hip Shooting:	<u>77</u>
Practical Pistol Course:	<u>79</u>
Automobile Course - Pistol:	
Automobile Course - Machine Gun:	
Shotgun:	<u>100</u>
.30'06 Rifle:	<u>65</u>
.351 Rifle:	<u>72</u>
Machine Gun:	<u>85</u>
Night	<u>95</u>

Physical Training

Physical Condition:	<u>Good</u>
Coordination of Mind and	
Muscle:	<u>Good</u>
Alertness:	<u>Good</u>
Team Spirit:	<u>Fair</u>

1940

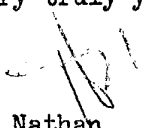
82

WILLIAM CLEON SKOUSEN

This is a former Bureau clerk. He is 27, married, has one child, was formerly in the communications section, is originally from San Bernardino, California, and attended George Washington University.

I think he is definitely intelligent. I think he is above average and will be above average.

Very truly yours,


H. Nathan

MFC

August 13, 1940

Special Agent in Charge
Omaha, Nebraska

Dear Sir:

There are transmitted herewith the following papers concerning Special Agent **V. Cloon Skeusen**, who entered on duty in the Bureau on June 17, 1940, as an Agent:

Special Qualification Record,
Copy of Personnel Status Report
submitted during Training School,
Field Leave Record Card.

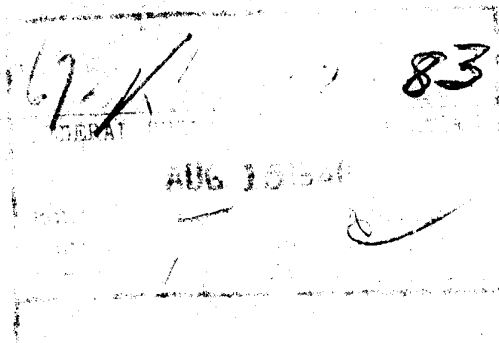
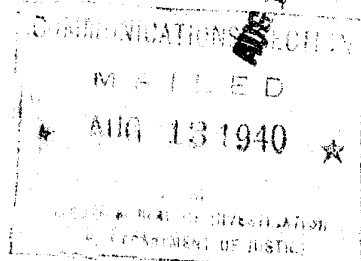
The Special Qualification Record and the copy of the Personnel Status Report should be placed in this Agent's Field Personnel File.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

Enclosures



94

OMAHA, NEBRASKA
August 8, 1940

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:-

Special Agent W. C. SKOUSEN arrived in Omaha at six fifteen P.M., August 6, 1940, and reported at the office immediately thereafter.

He is residing at The Anton Apartments, 508 South 29th Street, Omaha, Nebraska, Telephone Harney 6678. He had the following Government property in his possession, all of which was in good condition:

Brief Case
Brown Zipper Case
Manual of Rules and Regulations, No. 751
Manual of Instructions, No. 751
Plant Protection Manual, No. 875
.38 Calibre Colt Official Police Positive
Revolver, No. 633,217
Pashmayer Adapter
Quick-Draw hip holster
Badge No. 986, and Case
Commission Card, No. 89, and Case

Mr. Skousen desires that his wife, MRS. W. C. (JEWELL) SKOUSEN, Anton Apartments, 508 South 29th Street, Omaha, Nebraska, Telephone Harney 6678, be notified in case of an emergency.

Very truly yours,

C. W. STEIN,
Special Agent in Charge

AUG 19 1940

CWS/122

CHIEF CLERK

File
forwarded
8-19

84

JOHN EDGAR HOOVER
DIRECTOR

CC-161

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson ☒
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin _____
Mr. Harbo _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Tele. Room _____
Tour Room _____
Mr. Kleinkauf _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

JBW:MTS

Date July 27, 1940

MEMORANDUM FOR MR. TOLSON

Re: W. C. Skousen
Special Agent

In response to his telephonic inquiry, Mr. Spillman of Stone's Mercantile Company was advised that the above-mentioned employee entered on duty October 24, 1935, and that his present salary is \$3,200 per annum.

Respectfully,

69602 - NOT RECORDED

TOLSON

J. B. Wilcox
J. B. Wilcox
Signature

Federal Bureau of Investigation
United States Department of Justice
OMAHA, NEBRASKA
September 17, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

~~CONFIDENTIAL~~

RE: SPECIAL AGENT W. C. SKOUSEN;
45-DAY EFFICIENCY REPORT.

Dear Sir:

This is SKOUSEN'S first office. He arrived here on August 6, 1940.

SKOUSEN presents a good personal appearance and is always neatly dressed. He is obviously above average in intelligence, and has conducted most of his investigations unassisted inasmuch as there is only one experienced Agent in this division. He has been given National Motor Vehicle Theft Act, White Slave Traffic Act, Fugitive, and Applicant investigations. His work has been above the average of that of a new Agent.

He shows good judgment and is very industrious. He puts in considerable overtime of his own free will. He is a sincere ambitious young man. His loyalty is unquestioned. He is qualified in the use of firearms, and with a little more experience, I would not hesitate taking him on dangerous assignments. He is a good typist and chauffeur. He has had no opportunity to testify in this Division.

I believe that he possesses both administrative and executive ability, and after he has had more experience in the field, he should be considered for a position in which he can use those qualities.

Very truly yours,

C. W. STEIN

Special Agent in Charge

CWS/GMP
67-881

W.C.S.

85

OMAHA, NEBRASKA
October 16, 1940

Director,
Federal Bureau of Investigation,
Washington, D. C.

Re: Special Agent Applicants Possessing
Knowledge of Spanish

Dear Sir:

Quoted herewith is a memorandum submitted to me by Special Agent W. C. SKOUSEN.

"Reference is made to the Bureau's letter of September 30, 1940, regarding the locating of individuals with the requisite qualifications for appointment to the positions of Special Agent, Special Employee and Translator. Reference is also made to previous oral and written instructions concerning the locating of persons having a working knowledge of German, Italian, Spanish, Japanese and French. The following information is submitted with the thought that it may be of interest to the Bureau.

"During 1926-27, the writer attended the Juarez State Academy, Colonia Juarez, Chihuahua, Mexico. This school is located in one of five American colonies which are situated approximately 150 miles south of El Paso, Texas. These colonies are made up of American citizens belonging to the Church of Jesus Christ of Latter Day Saints who were sent into Mexico by the Church to establish colonies just prior to 1900. The only persons who became Mexican citizens were those officials who were required to do so in order that the people could buy land under the Mexican alien laws. The writer has visited among these people and kept in close touch with them during recent years and knows from personal knowledge that they are staunchly loyal to the United States. They send their children to American Universities and make it a practice to visit the United States several times a year.

"In July, 1939, MORONI ABECC and JOSEPH C. BENTLEY, the writer's grandfather, visited the Bureau while making a tour of the eastern part of the United States. Both of these men are officials in the colonies mentioned above and were very enthusiastic about the work and purposes of the Bureau.

"While conversing with them, the writer learned that many of the members of these American colonies are held in high regard by both

Director:

October 18, 1940

Re: Special Agent
Applicants

political parties in Mexico and that President Cardenas had spent several days visiting with them in the spring of 1939. These people have never permitted themselves to become involved in Mexican politics and have elected Mexican officials in their communities. They have, therefore, retained the friendship of the various political factions. Their academy and grade schools were the only church schools in Mexico that the Government did not confiscate or close during the Government's anti-religious campaign of the past several years.

"It was learned that quite a number of the younger generation from these colonies have graduated from American universities and have subsequently secured positions in the various industries in Mexico. Quite a number of them are located in Mexico City, Chihuahua City, and other populated centers. Several of these whose names were mentioned were in school with the writer at the Juarez State Academy and are known to him through this contact and by their general reputation to be of a high caliber in character and ability. The names of many others were mentioned who did not desire to remain in Mexico but moved back into the United States. All of these individuals mentioned above are fluent in the use of the Spanish language inasmuch as they have lived among the Mexicans most of their lives. They have been required to study Spanish in school and can therefore speak classical or cultural Spanish as well as the Mexican dialects. A few of these have filled missions for the Church in Mexico, as well as in several South American countries and have established good contacts in these places.

"These facts are mentioned with the thought in mind that perhaps some of the individuals referred to above might be in a position to serve as sources of information or be considered as potential applicants for the position of Special Agent or as Special Employees.

"If it were considered desirable to ascertain more detailed, first-hand information concerning these individuals, the proper official to contact would be the President of the Juarez State, CLAUDIUS BOWMAN, whose address is Colonia Dublan, Chihuahua, Mexico. MORONI ARREG, previously mentioned above, whose address is also Colonia Dublan, Chihuahua, Mexico, would also be a good contact. It is not believed that the writer's grandfather referred to above would be a good contact at this time inasmuch as he is eighty-five years old and has more or less retired from active participation in the work of the colonies.

"These American colonies can be most easily reached by train. The railroad terminal is at Ciudad Juarez, across the river from El Paso, Texas. It is suggested that an attempt be made to

Director:

October 22, 1940

Re: Special Agent
Applicants

contact the officials of these colonies by mail inasmuch as the mail is frequently subjected to an unofficial inspection by the Mexican postal employees."

It is believed that the suggestions made by Agent SKOUSEN may result in producing a high type of applicants.

The Bureau is requested to consider these suggestions and to instruct the El Paso Office if it desires that the necessary contacts be made in Colonia Dublan, Chihuahua, Mexico.

Very truly yours,

G. W. STEIN,
Special Agent in Charge

CWS:GMZ
cc El Paso
67-876

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WHA

To: COMMUNICATIONS SECTION.

DECEMBER 4, 1940

Transmit the following message to:

SAC OMAHA

RMK
ADVISE IMMEDIATELY WHEN SA MC SKOUSEN WILL DEPART FOR KANSAS CITY
ON TRANSFER

HOOVER

COLLECT

67 69602-86

Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

SENT VIA

5 4/10

M

Per

[Handwritten signature]
[Handwritten initials]
[Handwritten signature]

Federal Bureau of Investigation
United States Department of Justice
OMAHA, NEBRASKA
December 14, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

~~CONFIDENTIAL~~

RE: SPECIAL AGENT W. C. SKOUSEN

Dear Sir:

This report is being submitted due to Agent SKOUSEN'S transfer to the Kansas City Office.

SKOUSEN is very promising material. He presents a good personal appearance, and is always neatly dressed. He is mature beyond his years and exercises very good judgment. He is well acquainted with Bureau policy and is above average in intelligence, industry, and comprehension of the Bureau's work. He has handled all types of cases in this Office, except bankruptcy and antitrust, with very good results. He is thorough and conscientious. He is an excellent dictator, and his rough draft reports are submitted in good shape.

Agent SKOUSEN has made numerous speeches while in this Division. As a result, I have been informed by several of the persons who heard him that he makes a very good talk and is a fine representative of the Bureau. It will be recalled that SKOUSEN has had considerable experience as a Missionary in his Church prior to his appointment to the Bureau. His personal habits are very good, and his loyalty is unquestioned. He is qualified in the use of firearms and would be entirely acceptable by me for dangerous assignments. He has had no opportunity to testify in this Division, but I know he would acquit himself creditably.

This Agent has supervisory ability, but it is believed that he should be given more field experience before being selected for such a position. He has excellent possibilities of development.

Very truly yours,

89
C. W. STEIN

Special Agent in Charge

CWS/GEP
es.

707 United States Court House
Kansas City, Missouri
December 18, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

This is to advise that Special Agent E. G. SEYMOUR
arrived in this district under transfer from the Omaha, Nebraska
Field Office at 10:30 P.M. on December 18, 1940.

Agent SEYMOUR has the following Government property
in his possession:

Badge with Case, # 224
Commission Card with Case, # 80
Manual of Rules and Regulations # 701
Manual of Instructions # 701
Tax Exemption Identification Card # 7-2241
Agents Brief Case X
Zipper Brief Case X
G. T. R. Identification Card #
Plant Protection Manual 701
Matnap Memorandum
Digest of Postal Decisions, Vol. 4, #
FIREARMS:
Official Police Revolver # 65817
Official Police Hip Holster X
Pachmayr Adapter X
MISCELLANEOUS: Manual - "Suggestions for Protection
of Industrial Facilities" - #200

Agent's address Schuyler Hotel - Kansas City, Missouri
Telephone No. Victor 6500. Name, relationship and address of
person to be notified in case of emergency: Mrs. Jewel Seaman -
Wife - Schuyler Hotel, Kansas City, Missouri

Very truly yours,

BRIGHT BRANTLEY
Special Agent in Charge

DEC 18 1940

DB 12

*File
noted
wgs*

67-69502-88
DEC 21 1940
W.K. J. J.

OMAHA, NEBRASKA
December 14, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

RE: SPECIAL AGENT W. C. SKOUSEN

Dear Sir:

Reference is made to your personal and confidential letter of December 7, 1940, regarding the tardiness in Special Agent SKOUSEN's departing to Kansas City under transfer. Your letter dated November 14, 1940, ordering SKOUSEN'S transfer was received here November 18, 1940.

The acceptance of this office to address the Wyoming-Nebraska Area Council of the Boy Scouts at Alliance, Nebraska, was made November 6, 1940. At the time that invitation was accepted, this office had not been informed of SKOUSEN'S transfer. Had SKOUSEN not been kept in this territory to make that talk, we would have been forced to cancel it because on the date it was given, December 8, 1940, both No. 1 Man Special Agent J. L. FLOOD and myself were tied up as witnesses in the case entitled [REDACTED]

b6
b7C

On December 12, 1940, Agent SKOUSEN made two talks at Schuyler, Nebraska. Mrs. IRVIN McKINLEY of the Schuyler Civic Club had on two previous years extended invitations to this office to address her club which were accepted. However, unforeseen events forced their cancellation. By letter of July 29, 1940, she requested this office to address her Club sometime in December, 1940. Eventually December 12 was selected. On November 17, 1940, I had also accepted an invitation to address the South Kiwanis Club in Omaha on December 12, 1940.

No other Agents in this office were available to make those talks on December 12, 1940, except Special Agent W. C. SKOUSEN and myself. Number One Man Special Agent J. L. FLOOD was on annual leave, but on the morning of December 11, 1940, it was necessary to place him in active duty status to work on the case entitled "UNKNOWN SUBJECTS; FARMERS STATE BANK, Superior, Nebraska (FDIC), (November 10, 1940); BANK ROBBERY (BURGLARY)," which resulted in its solution.

Director:

December 14, 1940

RE: SA W. C. SKOUSEN

As the Bureau records will reflect, Agents from this Office under transfer have departed promptly except in this instance, and the holding of Agent SKOUSEN over in this case was done with the best intentions, considering the circumstances.

Very truly yours,

C. W. STEIN
Special Agent in Charge

CWS/GKP

COPY
bjh

JJS:BR

~~94-1-20387-2~~

December 11, 1940

67 69602-89

Reverend Selby Swift
3328 North 59th Street
Omaha, Nebraska

Dear Mr. Swift:

I have your communication dated November 29, 1940,
and I was pleased indeed to learn that the recent talk of Special
Agent W. C. Skousen at the Fathers' and Sons' Banquet of the
Benson Baptist Church was so well received.

Please be assured it was a pleasure to make Mr. Skousen
available for this occasion.

With best wishes and kind regards,

Sincerely yours,

CC* Omaha

COPY

November 29, 1940

Hon. J. Edgar Hoover
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

Special Agent W. C. Shousen spoke at our Father's and Sons' Banquet last evening and he did one of the finest jobs that I have ever known to be done at a Fathers' and Sons' Banquet.

His message was clear cut, his illustrations were telling, his reasoning was close knit, and his conclusions were convincing.

In behalf of all of the fathers and sons and the Benson Baptist Church, we wish to express appreciation to you for the fine service of this unusually fine man and ask you to convey to him our sincere appreciation and heart felt thanks for his informing and helpful talk at the Fathers' and Sons' Banquet.

Wishing you continued success in the great work you are doing, I remain

Sincerely,

DEC 26 1940

Selby Swift

67-676-89

DEC 29 1940

SEARCHED
SERIALIZED
INDEXED
FILED

U.S. DEPT. OF JUSTICE

MAILED
JAN 1 1941

707 United States Court House
Kansas City, Missouri
December 17, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

Re: W. C. SKOUSEN - Special Agent
Kansas City Field Division

Dear Sir:

This is to inform you that Special Agent SKOUSEN
has now moved to a permanent residence, and his address and
telephone number are as follows:

Biarvins Apartments, 181 Ward Parkway,
Kansas City, Missouri

Telephone - Logan 3836.

Mrs. JEWEL SKOUSEN at the same address, is the
person to be notified in case of an emergency.

Very truly yours,

DWIGHT BRANLEY
Special Agent in Charge

DB lw

69602-90

Federal Bureau of Investigation
United States Department of Justice
OMAHA, NEBRASKA
December 19, 1940

Director,
Federal Bureau of Investigation,
Washington, D. C.

~~CONFIDENTIAL~~



Re: SPEAKING ENGAGEMENTS

Dear Sir:

As the Bureau was previously advised, Special Agent W. C. SKOUSEN on December 8, 1940, addressed the Council Meeting of Boy Scouts at Alliance, Nebraska. Quoted herewith is a letter which I have received from the person who extended the invitation, [redacted] Scout Executive, 125 Flynn Building, Scottsbluff, Nebraska.

b6
b7C

"I wanted to write to you and express the sincere appreciation of our Council for the splendid talk which Mr. Skousen made at our Annual meeting. The message he gave was truly an inspiration to all who heard it and gave all of us a great confidence in the work and ability of the F.B.I. and a greater sense of security for our Country's future, as long as such an organization as yours is helping to keep the country straight.

"We certainly appreciated your splendid co-operation and hope that we may be of service to you."

A copy of this letter is being furnished the Kansas City Office for inclusion in SKOUSEN'S personnel file.

Very truly yours,

C. W. STEIN,

Special Agent in Charge

CWS:GMZ
cc Kansas City
80-7

91
DEC 23 1940
[Handwritten signatures and initials]

STH:20

PERSONNEL FILES

January 2, 1961

1-30-61-42

Special Agent in Charge

Casta, Robinson

Re: Photographic Training

Dear Sir:

Reference is made to the photographs exposed by the Agents listed below in connection with training in the use of the camera noted below, which you recently submitted.

The grade obtained by each Agent is noted opposite his name.

Summary

	Above Average
	Above Average
	Average
	Above Average
	Excellent
	Above Average
	Above Average
	Above Average
	Above Average

b6
b7C

It is requested that you relay the photographs and grade obtained by any Agent listed above who may be assigned to another Field Division.

The developed negatives together with prints from the same and the camera training forms which you submitted on which have been noted appropriate comments are being transmitted under separate cover.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

PERSONNEL FILES

STH:IG

January 2, 1941

1-30-26-62
Special Agent in Charge

Omaha, Nebraska

Re: Photographic Training

Dear Sir:

Reference is made to the photographs exposed by the Agents listed below in connection with training in the use of the camera noted below, which you recently submitted.

The grade obtained by each Agent is noted opposite his name.

Speed Graphics

<div data-bbox="358 1152 558 1199" style="border: 1px solid black; width: 123px; height: 22px;"></div>	- Above Average
W. C. Robinson	Above Average
<div data-bbox="367 1213 620 1449" style="border: 1px solid black; width: 156px; height: 112px;"></div>	Above Average
	Above Average
	Above Average
	Above Average
	Above Average
	Above Average
	Above Average

b6
b7C

It is requested that you relay the photographs and grade obtained by any Agent listed above who may be assigned to another Field Division.

The developed negatives together with prints from the same and the camera training forms which you submitted on which have been noted appropriate comments are being transmitted under separate cover.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

dy

OMAHA, NEBRASKA
January 11, 1941

Special Agent in Charge
Kansas City, Missouri

RE: SPECIAL AGENT W. C. SKOUSEN
Fourth Quarterly Agents' Conference

Dear Sir:

Special Agent Skousen, who was present at the above
Conference on November 29, 1940, has been given a grade of B on
questions on the Manuals.

Very truly yours,

G. W. STEIN
Special Agent in Charge

OWB/SEP
1-5
cc Bureau

JAN 15 1941

RECEIVED
JAN 14 1941
PERSONNEL FILE

RECEIVED
JAN 14 1941
JAN 14 1941

OMAHA, NEBRASKA
January 9, 1941

Special Agent in Charge
Washington, D. C.

RE: PHOTOGRAPHIC TRAINING

Dear Sir:

Bureau letters of January 2, 1941, reported the following
grades for the following Agents:

V. C. KROUSE - Speed Graphic - Above Average (Kansas City)
Reconmar - Average

Speed Graphic - Above Average (Washington Field)
Reconmar - Above Average

b6
b7C

Very truly yours,

C. W. STEIN
Special Agent in Charge

CWS/GMP
cc Bureau
Kansas City (2)

012 DEPT OF JUSTICE
E D T
RECEIVED
JAN 14 10 22 PM '41
PERSONNEL FILE 2

26

92

2 JAN 12 1941

[Handwritten signature]

**Federal Bureau of Investigation
United States Department of Justice**

KANSAS CITY, MISSOURI
FEBRUARY 3, 1941

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

CONFIDENTIAL

Director
Federal Bureau of Investigation
Washington, D. C.

RE: SPECIAL AGENT W. C. SKOUSEN
SPECIAL EFFICIENCY REPORT

Dear Sir:

This is my special efficiency report with respect to Agent SKOUSEN who reported here from the Omaha Office on December 15, 1940.

Mr. SKOUSEN is a young man, married, and has one child. He has had previous Bureau experience at the Seat of Government. He has a good education, a good personality, knows Bureau procedure and policies very well, and has a most comprehensive knowledge of the duties of a Special Agent for a newly appointed man.

Mr. SKOUSEN has a splendid personality, has made some good contacts here, has been designated to address several groups, and on each of which there has been considerable favorable comment.

Mr. SKOUSEN has splendid mental equipment, is an alert investigator, is very enthusiastic, and has handled a variety of work since he has been in this office, including the investigation of a bank robbery. In this case the United States Attorney indicated to me that the investigation was as thorough as any he had observed in a long time. Agent SKOUSEN has also done considerable work among confidential informants and in contacting members of the American Legion in connection with the Bureau's program relative to that organization. He requires no close or continued supervision. He is punctual, puts in a great deal of overtime, and I believe shows as much promise as any newly appointed Special Agent who has come to this office in a long time.

93

Searched	✓
Indexed	✓
Numbered	✓
Filed	✓
FEB 7 1941	
FEDERAL BUREAU OF INVESTIGATION	

Director

-2-


February 3, 1941

RE: SPECIAL AGENT W. C. SKOUSEN
SPECIAL EFFICIENCY REPORT

Mr. SKOUSEN now has in my opinion capacities to do supervisory work in the Bureau. I do believe, however, that he should receive further seasoning in the field before he is given an assignment of this nature.

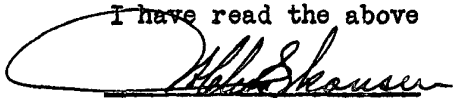
I have not heard him testify, but I am sure that he would acquit himself satisfactorily on the witness stand. He drives an automobile satisfactorily, gets along well with his fellow employees, and I am pleased to report that he has rendered very satisfactory service here.

Very truly yours


DWIGHT BRANTLEY
Special Agent in Charge

DB:MT
67-1906

I have read the above



HOLT COUNTY SENTINEL
(Established 1865)

Entered at the Postoffice as second class
matter at

Oregon, Missouri

JAMES M. CURRY
Editor and Publisher

TERMS: \$1.50 A YEAR

Please watch the date following your name
addressed on the margin of Page 1; it tells
the date to which your subscription is paid.

FRIDAY, JANUARY 24, 1941

Over the Keys

PARAGRAPHS ON THE CONVENTION

Editors & publishers, holding their annual convention over the week end, enjoyed the most normal session in years. Present were most of the Northwest fraternity; absent were the politicians, officeholders, those who might seek endorsements. And so the convention was different—just as a family picnic is different from the feast of a church congregation.

Several speakers were unable to be present; reason: ice on the state's thoroughfares. The afternoon program, scheduled to last from noon to 5 hours past the meridian, was adjourned at 2 o'clock. And so the brethren whiled away long, easy moments—waiting for the next duly assigned meal, the evening banquet.

Henry Bradley, publisher of the News-Press, makes a good toastmaster . . . and ought to be hired next year. Dr. Hindman, director of physical education at the U. of Mo., and his address on the subject of national defense and physical fitness.

Then the mysterious guest with the piercing, friendly eyes; a man named Skousen, special agent of the FBI, assigned to the Kansas City division. And what a significance those initials contain in recent police history, for the department has cut down the nation's major criminals to utter insignificance, reduced them to the oblivion of death. Floyd, Richetti, Dillinger, Nelson—their guns blazed finally; and thru the underworld telegraph system has traveled the sinister message: "Don't try to shoot it out with the G-Men."

No press crowd in the past 51 years, according to old-timers who remember all these yesterdays, has listened with a more rapt, eager attention than the assembly did last week to Mr. Skousen, special agent and principal speaker of the banquet program. Is there sabotage within the United States—what about espionage—what about the foreign agents who are at large? Does the FBI have

CLIPPING FROM:
THE HOLT COUNTY SENTINEL
OREGON, MISSOURI
DATE: **JAN 24 1941**
FORWARDED BY THE KANSAS CITY
FIELD DIVISION

67-2125-A

Recent explosions in eastern munitions plants were not the work of foreign agents, according to the Bureau's careful report. Rapid plant expansions, lack of safety precautions were responsible. But the foreign agents have tried and are still trying, even though somewhat demoralized. They are confused because they do not know when secret information is passed to their own men or to the Bureau's own intricate organization—and hence the FBI is well posted. Well enough, in fact, that convicting evidence can be used at any time to drag in the agents, whack on a federal court sentence, give them ample solitude in which to ponder over the millenium which they failed to bring about. To arrest them now would afford unfriendly nations the desired opportunity to snap the already strained relations.

* * * *

Third degree methods? No—not any more. Federal "heat" is applied by mild interrogations when the prisoner is fed and made comfortable, and then a quiet process of visiting develops. Prisoner Joe's career has been compiled into a little book, assembled by way of division teletypes, telephone and telegraph data from the "archives." And Joe's peace of mind is disturbed by the damning evidence which the examiner casually reveals when Joe's ideas of moral conduct no longer make sense. Then he admits his latest crime and prefers to write the confession himself, rather than have the judge listen to the somewhat more embarrassing evidence contingent with the prosecution.

* * * *

Missouri has to come back into the picture when the FBI's history is narrated. Remember the union station massacre? It took place in Kansas City, carefully planned by a major crime ring and thoroughly assisted by a phase of Missouri's politics. The nation, the congress arose in mighty protest, supplied necessary legislation and revenue to a cause that gave the Department of Justice a hard-swinging arm—a Bureau of Investigation.

* * * *

This efficiency grew out of a dream which was translated into action by J. Edgar Hoover. His idealism inspires the Bureau's personnel serving in the cause of justice, harmony, preservation of a form of government now besieged by a hellish confusion. As long as the people share this dream, and live with a certain moral responsibility, the commonwealth is in no danger of falling.

* * * *

And we sat in this rapt midst, listening to a genuinely earnest message transmitted from an organization dedicated to service rather than personal vengeance . . . by a guest with piercing, friendly eyes. We were susceptible to the friendliness, to the simplicity of a man who likes his work and does it well.

* * * *

We have no way of finding out, but we will swear (by the Beard of the Prophet) on a mere supposition that the man with the eyes has had a part in bringing an underworld to its attitude on shooting matches. The FBI doesn't train man-hunters—just merely teaches the policy of handling any and all situations.

—R.M.C.

CLIPPING FROM:
THE HOLT COUNTY SENTINEL
REGON, MISSOURI
DATE: JAN 24 1941
FORWARDED BY THE KANSAS CITY
FIELD DIVISION

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

RCH:1WC

February 24, 1941

MEMORANDUM FOR MR. TOLSON

RE: SPECIAL AGENT W. CLEON SKOUSEN

Agent Skousen entered on duty with the Bureau on October 24, 1935, and served in a clerical capacity until June 17, 1940, when he became a Special Agent.

He has served in the Omaha Field Division and is presently assigned to the Kansas City Field Division. Both SAC Stein and SAC Brantley have indicated that he has outstanding ability and is capable of handling a Supervisory position. It is my recommendation that he be transferred to the Seat of Government and assigned as a Supervisor in this Section.

Respectfully,

R. C. Hendon

He has not been
in the field long
enough suggest
we reconsider
on May 1. He would make
a good man, too

RECORDED

SEARCHED.....
SERIALIZED.....
INDEXED.....
FILED.....

TOLSON

NICHOLS
CH. C.

94

U.S. Saboteurs Balked, Declares Agent for FBI

There have been no fatalities in industrial plants of the United States as a result of sabotage, despite rapid expansion of the national defense program, W. Cleon Skousen, special agent for the Federal Bureau of Investigation at Kansas City, Mo., said in Denver last night.

Speaking on "National Defense" at a Washington Birthday banquet of Colorado Patriotic organizations in the Olin Hotel, Mr. Skousen said several accidents in large industrial plants have been just accidents and nothing else. The banquet was sponsored by the Sons of the American Revolution.

"The FBI has been preparing for several years for an emergency like this," Mr. Skousen said, "and we have known for a long time that subversive groups here in the United States have been tunneling into American institutions to spread their propaganda of hate and distrust."

FBI Has Been Alert

"But the FBI has not been asleep. We have planted agents inside these organizations and now these subversive groups are paralyzed and unable to move because they are aware that information is going to our own agents."

"We have found several cases of sabotage, but the acts were discovered before any damage had been done."

Mr. Skousen urged that citizens report at once to the FBI anything that looks suspicious.

E. J. Gebben Transferred

Mr. Skousen, who is beginning his sixth year as an FBI agent, substituted as speaker for E. J. Gebben, agent in charge of the Denver FBI office, who has been transferred to another city.

Evelyn Caudell, a student at North High School, was awarded \$20 and a bronze medal as first prize winner in the 47th annual essay contest sponsored by the Sons of the Revolution. A medal and \$10 was given William Yamade of Las Animas, Colo., a student at Bent County High School, who placed second.

Honorable mention was given to David P. Pate, East High School, and Joseph P. McDaniels, Krem-



W. Cleon Skousen

ling Union High School, Kremmling, Colo. Subject of the contest was "Aaron Burr—His True Place in American History."

Officers Elected

Spencer J. Cole was elected president of the Colorado Society of the Sons of the American Revolution at its annual meeting yesterday.

Other officers elected were Frazer Arnold, vice president; R. Ewing Stiffler, secretary; Dwight C. Meigs, treasurer; Edward W. Milligan, historian and treasurer, and Rev. Jesse Penney Martin, chaplain.

Elected to the board of managers were Frank R. Jamison, George E. Tarbox Jr., Fred W. George, Cecil M. Draper, Tolbert R. Ingram, Winfield S. Tarbell, Dr. Leo L. Davis and Allen S. Peck.

Patriotic groups represented at the banquet were Daughters of the American Revolution, Sons of the Revolution, Children of the American Revolution, Veterans of Foreign Wars, the American Legion, Daughters of 1812, Daughters of Colorado, Territorial Daughters and Daughters of American Colonists.

Hoover Asks 700 More FBI Agents

More G-Men Needed to Fight Sabotage, He Says

WASHINGTON, Feb. 23.—(AP)—J. Edgar Hoover, director of the FBI, said today he had asked Congress for 700 additional special agents immediately to protect the defense program against spies and saboteurs. He said steps already taken to safeguard defense plants had proved effective and that the situation was "well in hand."

His request for additional agents at a cost of about \$970,000 for the balance of the year ending June 30, was presented to a House appropriations subcommittee. Since the current emergency began, 500 agents have been added.

Members of the subcommittee said Hoover told them the additional men were needed to enable the bureau to keep pace with the expanding defense program and to catch up with back work.

Inspection of plants engaged on defense orders to see whether they have sufficient safeguards against sabotage constitutes one of the FBI's major tasks.

One member said Hoover gave the committee a great deal of "very interesting but not startling" information on various aspects of the defense program in "off the record" testimony.

When Hoover left the hearing, a reporter mentioned to him a recent statement by Rear Admiral R. R. Waesche, commandant of the Coast Guard, that there was "every reason to believe" that sabotage would not be delayed much longer. Hoover replied that he had no reports to substantiate that view point.

Mr. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Nathan
Mr. Ladd
Mr. Glavin
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

Wm
Skousen
Re Saboteurs
noted in
in the two
manuscript
100

RCH:NWD

March 5, 1941

~~PERSONAL AND CONFIDENTIAL~~

Mr. W. Clegg Skousen
Federal Bureau of Investigation
United States Department of Justice
707 U. S. Court House Building
Kansas City, Missouri

Dear Mr. Skousen:

There has been received in the Bureau a clipping from the Rocky Mountain News, Denver, Colorado, dated February 23, 1941, which makes reference to your recent address at the Washington Birthday Banquet of the Sons of the American Revolution on February 22, 1941. In this article you are quoted as follows:

"But the FBI has not been asleep. We have planted agents inside these organizations and now these subversive groups are paralyzed and unable to move because they are aware that information is going to our own agents."

"We have found several cases of sabotage, but the acts were discovered before any damage had been done."

RECORDED

67-69672-95

While it is of course understood that you may have been misquoted, I feel that such statements, if made, were most indiscreet. It is therefore requested that you advise the Bureau concerning just what statements you did make upon which the quotations are based, and if a transcript was prepared it should be forwarded to the Bureau immediately.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Sincerely yours,

John Edgar Hoover
Director

COMMUNICATIONS SECTION

MAILED

RECEIVED-ROOM 564
MAR 5 1941

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

RCH:MWC

March 17, 1941

Mr. W. C. Shouse
Federal Bureau of Investigation
U. S. Department of Justice
707 U. S. Court House Building
Kansas City, Missouri

Dear Mr. Shouse:

I have received your letter of March 11th in which you advise that you were misquoted in the Denver Rocky Mountain News concerning the address which you delivered before the Sons of the American Revolution at Denver on February 22, 1941.

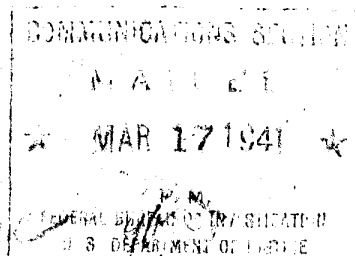
The statements which were made by you as set out in your communication were entirely satisfactory.

With best wishes and kind regards,

Sincerely yours,

cc - Kansas City

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



**Federal Bureau of Investigation
United States Department of Justice**

KANSAS CITY, MISSOURI
MARCH 11, 1941

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

~~CONFIDENTIAL~~

NOTED
96

Director
Federal Bureau of Investigation
Washington, D. C.

Re: SPEAKING ENGAGEMENTS

Dear Sir:

Reference is made to the Bureau's personal confidential letter dated March 5, 1941, concerning an article which appeared in the Rocky Mountain News, Denver, Colorado, dated February 23, 1941, and containing alleged quotations from a speech given by the writer before the Sons of the American Revolution, at Denver, February 22, 1941.

I wish to advise that this article does not contain any quotations of statements made by the writer on the above occasion. The speech given before the Sons of the American Revolution closely followed the context of the manuscript previously submitted to the Bureau entitled, "The Task of the FBI in the Present Emergency," and differed materially only in the fact that the introductory remarks included a few incidents from the life of George Washington appropriate to the occasion.

It appears that the newspaper reporter endeavored to summarize two portions of the above speech with statements which were printed as quotations. One portion dealt with espionage and subversive groups. These remarks were approximately as follows: "The FBI has been alert to the gigantic proportions of its task in the present emergency. Through an extensive expansion and training program, a nationwide coordination of all law enforcement agencies and an enthusiastic cooperation from honest Americans everywhere, the FBI has thus far succeeded in its determination to paralyze espionage agents and subversive groups by keeping abreast of their insidious plans and detecting their plots to weaken the fiber of our national defense."

The writer's remarks concerning sabotage were centered around a recent Bureau release indicating that through the Bureau's

37-196-96
MAR 20 1941
FBI
RECEIVED
MAR 20 1941
FBI
RECEIVED

Director

2

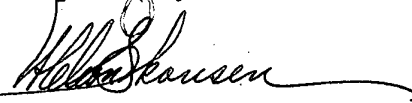
3-11-41

Re: SPEAKING ENGAGEMENTS

plant survey program, constant vigilance, and the close cooperation of industrial officials with the Bureau, no gang of saboteurs has thus far succeeded in establishing operations within the United States or her possessions. This was followed by citing an isolated example of attempted sabotage which was discovered through alert plant inspectors. This incident was taken from page 5 of the Bureau radio release on sabotage.

I wish to state that it is my desire at all times to make only such statements as are conducive to the welfare and best interests of the Bureau. I shall be particularly careful on future occasions to guard all statements so that they will not be subject to interpretations of a distorted character that might cause embarrassment to the Bureau.

Respectfully

A handwritten signature in dark ink, appearing to read 'W. Cleon Skousen', with a long, sweeping horizontal line extending to the right.

W. CLEON SKOUSEN
Special Agent

WCS:RLS

**Federal Bureau of Investigation
United States Department of Justice**

Kansas City, Missouri
March 31, 1941

~~CONFIDENTIAL~~

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Foxworth	✓
Mr. Glavin	✓
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Carson	
Mr. Quinn Tamm	
Mr. Hendon	
Mr. Tracy	
Miss Gandy	

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

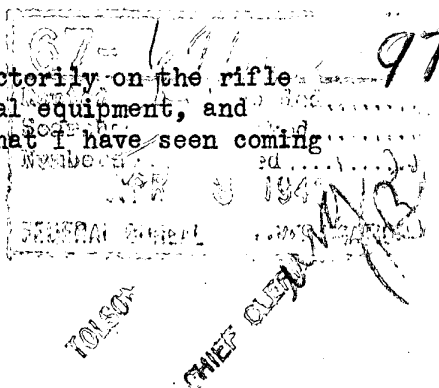
Re: SPECIAL AGENT W. C. SKOUSEN
SPECIAL EFFICIENCY REPORT

Mr. SKOUSEN is under transfer to the Washington Field Office, and this is my efficiency rating with respect thereto.

Mr. SKOUSEN was employed at the Bureau prior to the time of his appointment as a Special Agent. He is conversant with Bureau policies, procedures, and its administrative functions. He has a rather comprehensive knowledge of the duties of a Special Agent for one so new in the Service. His personality is splendid, he makes good contacts wherever he goes, has made many public appearances, addressing various groups and on each of these there has been much favorable comment. He is the kind who always receives a second and then a third invitation to appear in a city where he has given an address.

Mr. SKOUSEN'S mental equipment is good, he is much more alert than the average newly-appointed man, he has initiative, enthusiasm, resourcefulness, and is the type who does not have to be told every step to follow in an investigation. His investigative experience here has been varied, including national defense, National Motor Vehicle Theft Act, White Slave Traffic Act, Impersonation, Theft of Government Property, Extortion, applicant and bank robbery cases. The United States Attorney here has commented favorably upon the work of this Agent. He gets along well with peace officers, his work among confidential informants has been satisfactory, as well as his participation in the American Legion program. Close supervision of his work is not required. He is punctual, puts in a great deal of overtime, is conscientious, and is desirous of succeeding.

Mr. SKOUSEN handles himself satisfactorily on the rifle range, is versatile, is interested in technical equipment, and in fact holds more promise than any new man that I have seen coming.



Director
Re: SPECIAL AGENT W. C. SKOUSEN
SPECIAL EFFICIENCY REPORT

- 2 -

3/31/41

from the Bureau's Training School in a long time. He is the type of Agent to whom almost any type of assignment can be given with the assurance that it will be vigorously, conscientiously, and discreetly handled.

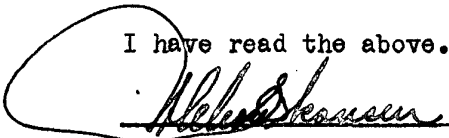
Mr. SKOUSEN testifies satisfactorily, drives an automobile satisfactorily, gets along with his fellow employees well, and it is my considered judgment that he will make the Bureau a most satisfactory employee. I believe that Mr. SKOUSEN at this time possesses some ability to do work of a supervisory nature in the Bureau.

Very truly yours,


DWIGHT BRANTLEY
Special Agent in Charge

DB:HD
67-1906

I have read the above.



JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

April 5, 1941

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Quinn Tamm
Mr. Hendon
Mr. Tracy
Miss Gandy

MEMORANDUM FOR THE DIRECTOR

This is to advise you that Special Agent W. Cleon Skousen reported to Mr. Tolson today for assignment as a Supervisor in the Chief Clerk's Office.

Pursuant to your recent instructions, Agent Skousen has been directed to report to your office for a personal interview with you.

Respectfully,

W. R. Glavin

98
37
B

**Federal Bureau of Investigation
United States Department of Justice**

Washington, D. C.

April 4, 1941

~~PERSONAL & CONFIDENTIAL~~

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Miss Gandy.....

P. Files

Director
Federal Bureau of Investigation
Washington, D. C.

RE: W. C. SKOUSEN, Special Agent

Dear Sir:

In view of the assignment of Special Agent W. C. SKOUSEN to the Bureau, I am transmitting herewith his field personnel file, firearms card and leave record card which were forwarded to this office by the Kansas City Field Division.

Very truly yours,

S. K. McKee
S. K. McKEE
Special Agent in Charge

SKM:KL
Encl.

for cards att. fha

JW

RECORDED

67-6962-99	
ROUTED	RECORDED
SERIALIZED	INDEXED
APR 8 1941	
FEDERAL BUREAU OF INVESTIGATION	

CHIEF CLERK
FILES SECTION

RECORDED
JJS:MWD
94-1-7444-9

April 5, 1941

Mr. L. B. Reed
Chief of Police
Kansas City, Missouri

Dear L. B.:

Your letter dated March 25, 1941,
has been received, and I want you to know
that I deeply appreciate your very kind com-
ments concerning Special Agent W. C. Skousen's
recent address before the Men's Club of Saint
Andrew's Episcopal Church of Kansas City.

It was indeed thoughtful of you to
write as you did, and I was glad to make Mr.
Skousen available for this occasion.

With best wishes and kind regards,

Sincerely yours,

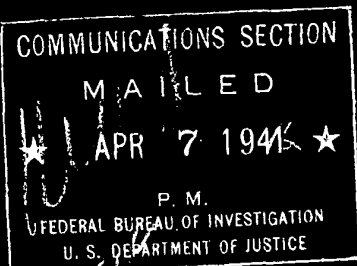
J. Edgar Hoover

cc - Kansas City

APR 7 10 17 AM '41

APR 7 8 46 AM '41

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



St. J. J. Spivack

L. B. REED
CHIEF OF POLICE
KANSAS CITY, MISSOURI

March 25, 1941

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Mr. John Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

Dear Boss:

On the night of March 24, 1941, thirty officers, Commanding Officers and Detectives, including the writer, listened to an address delivered by Special Agent W. C. Skousen before the Men's Club of St. Andrew's. Approximately 200 of the ranking business and professional men and a number of ranking military men were present.

Mr. Skousen is a very capable speaker. His talk was delivered in a splendid manner and it was, indeed, well received. During the address Mr. Skousen made reference to the Kansas City Police Department in a very complimentary manner, and at the time of this dictation, noon of the day following the address, Mr. Skousen's brief remark concerning this Department has gone throughout the entire Department. We want you to know how these police officers appreciate such a remark from an intelligent man like Mr. Skousen, especially when he is representing you.

RECORDED & INDEXED

Very truly yours,

L. B. Reed

L. B. Reed
Chief of Police

94-1-1444-9

RECEIVED

APR 12 1941

U.S. DEPT. OF JUSTICE

TOLESON

PERKINS

ack
4-15

LBK:mvt

APR 19 1941

67-9602-100

Routed... Records

Searched... Check

Numbered... File

APR 11 1941

FEDERAL BUREAU OF INVESTIGATION

Tolson

CH. CLK

JOHN EDGAR HOOVER
DIRECTOR

HHC:VAD

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 14, 1941

MEMORANDUM FOR MR. TOLSON

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Miss Gandy.....

This is to advise that from recently interviewing retrainees, I have learned that Special Agent W. C. Skousen has done some remarkably fine work as an instructor and that repeated statements have been made concerning his recent delivery of lectures before police groups. The police seem to like him very much.

Respectfully,

H. H. Clegg

APR 16 1941

RECORDED

67- 101
Routed.....
Recorded.....
Searched.....
Checked.....
Numbered.....
Filed.....
APR 17 1941
FEDERAL BUREAU OF INVESTIGATION

TOLSON

CHES CLEGG

WILLARD C. SKOUSEN

I am the Director of the Federal Bureau of Investigation, United States Department of Justice.

The Federal Bureau of Investigation, United States Department of Justice, has been designated by the President to take charge of investigative work in matters relating to espionage, sabotage and violations of the neutrality regulations. This Bureau is also charged with the duty of investigating other matters bearing upon the maintenance of the internal security of the United States. The duties thus imposed upon this Bureau constitute a vital function in the national defense program of this country. At the present time this Bureau is required by Act of Congress to expand its personnel in order effectively to discharge the important duties devolving upon it.

Willard C. Skousen has been continuously employed by the Federal Bureau of Investigation since October 24, 1935. He has been employed by this Bureau as a Special Agent since June 17, 1940. He cannot be replaced satisfactorily because of the shortage of persons with his qualifications and experience in such activity, and his removal for induction would cause material loss of effectiveness in the conduct of the national defense work of the Federal Bureau of Investigation. Extreme difficulty is being experienced at present in obtaining a sufficient number of qualified applicants to take care of the increasing expansion of this Bureau and it is impossible to consider a replacement of any individual for this reason. Turnover of personnel is extremely detrimental to efficiency, as trained and experienced members of the staff, such as Willard C. Skousen, must form the nucleus of the expanded staff which this Bureau must recruit in order to fulfill its function.

General supervisory

John Edgar Hoover

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

May

41.

Delivered to him 12th

5/12/41

S

NOT RECORDED

K

JK

102
May 26, 1941b6
b7C

[Redacted]
Chief Clerk
Local Board No. 152
Selective Service System
Room 12, 490 Court Street
San Bernardino, California

Dear Mr. Caldwell:

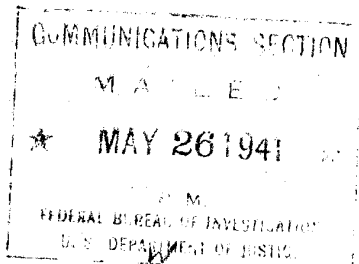
I am in receipt of your communication of May 17, 1941, wherein you advised that Mr. Willard Cleon Skousen, has been granted deferment in Classification III-A.

I desire at this time to express my appreciation for your courtesy in advising me of the action of your Board in this matter and you may be assured that in the event there is any change in his occupational status, I will promptly advise you.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



LOCAL BOARD NO. 152
490 COURT ST. ROOM 12
SAN BERNARDINO, CALIF.

May 17, 1941

Mr. John Edgar Hoover
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Re: Willard Cleon Skousen
Order No. 1596

Dear Mr. Hoover:

This office has received your request for deferrment, Form 42, in regard to Willard Cleon Skousen. Please be advised that Mr. Skousen, being a married man with a wife and son dependent upon him for support will be classified as III-A.

As you know, at the present time no married men with dependents are being called. However, if at any future date married men should be called we have made a record of your request of deferrment and I assure you that this board will grant any request that you might make, at this time, or in the future, as to any essential man that you may have under your jurisdiction.

Very truly yours

SELECTIVE SERVICE SYSTEM
Local Board No. 152 of California



Chief Clerk

ADC:ao

C. C. H.
5/26/41
R. H. S.

b6
b7c

102

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WBL/elb

May 19, 1941

MEMORANDUM FOR MR. TOLSON

RE: Willard Cleon Skousen
Special Agent

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Drayton.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Miss Gandy.....

Entered on duty as Messenger, 10/24/35; as Clerk 12/1/35; as Night Super. 8/1/37	
Entered on duty as Chief, Comm Sec. 2/16/39; as SA June 17, 1940	
Reported to field	August 6, 1940
Present grade and salary	CAF-9 \$3200
Last salary change	
Accounting course	Enrolled - completed 3
Marksmanship	Expert
Qualified in all firearms:	Yes, to date
Failed to qualify with:	None

REMARKS

At the conclusion of training school on August 3, 1940, Mr. Nathan stated he believed this agent to be definitely intelligent; to be above average and will be above average.

This agent was transferred to the Omaha Field Division and arrived there on August 6, 1940. Under date of September 17, 1940, SAC Stein stated this agent presents a good personal appearance; is obviously above average in intelligence; has conducted most of his investigations unassisted and his work has been above the average of that of a new agent; shows good judgment and is very industrious; puts in considerable overtime of his own free will; is a sincere, ambitious young man; his loyalty is unquestioned; is qualified in the use of firearms and with a little more experience he would not hesitate on taking him on dangerous assignments; and he believed he possessed both administrative and executive ability.

Under date of October 16, 1940, this agent submitted a suggestion relative to Securing Special Agent Applicants possessing a knowledge of the Spanish language.

Under date of December 14, 1940, SAC Stein stated this agent is very promising material and presents a good personal appearance; has matured beyond his age and exercises very good judgment; is well acquainted with Bureau policies and is above average in intelligence, industry, and comprehension of the Bureau's work; has handled all types of cases except bankruptcy and antitrust with very good results; is thorough and conscientious; is an excellent dictator; submits rough draft reports in good shape; has made numerous public appearances and is a fine representative of the Bureau;

his personal habits are very good and his loyalty is unquestioned; qualified for dangerous assignments; possessed of supervisory ability; and he believed he had excellent possibilities of development.

This agent was transferred to the Kansas City Field Division and arrived there on December 15, 1940. Under date of February 3, 1941, SAC Brantley stated this agent has a good personality; knows Bureau procedure and policies very well; has a most comprehensive knowledge of the duties of a Special Agent for a newly appointed man; has made some good contacts in that division; has been designated to address several groups and on each of which there had been considerable favorable comment; has splendid mental equipment; is an alert investigator; is very enthusiastic; has handled a variety of work while at that office, including the investigation of a bank robbery; in this case the United States Attorney indicated to SAC Brantley that the investigation was as thorough as any he had observed in a longtime; he requires no close or continued supervision; is punctual; puts in a great deal of overtime; and he believed he showed as much promise as any newly appointed Special Agent who had come to that office in a long time. He stated he believed he had the capacity to do supervisory work in the Bureau but he believed he should receive further seasoning in the field. He stated he gets along well with his fellow employees and he has rendered very satisfactory services.

In a memorandum dated February 24, 1941, Mr. Hendon recommended that this agent be transferred to the Seat of Government and assigned to the Crime Records Division. Mr. Nichols suggested that he be considered on May 1, 1941.

In a letter dated March 11, 1941, this agent submits an explanation relative to an article appearing in a Denver, Colorado, newspaper allegedly quoting him in connection a speech. These statements were to the effect that the Bureau had planted agents inside certain organizations and the Director had stated that if this agent's made such statements they were certainly indiscreet. Agent Skousen denied making such statements and pointed out that he was misquoted by the newspaper.

Under date of March 31, 1941, SAC Brantley reported on this agent along the lines previously set forth and in addition was highly complimentary relative to this agent's ability for making talks; he stated he is much more alert than the average newly appointed Special Agent and has initiative, enthusiasm, resourcefulness, and is the type who does not have to be told every step to follow in an investigation. He stated he holds more promise than any new man that has come to that division in a long time and he is the type of agent to whom almost any type of assignment can be given with the assurance that it will be vigorously, conscientiously and discreetly handled. He stated he made a satisfactory witness; will make the Bureau a most satisfactory employee and he believed he possessed some ability to do work of a supervisory nature.

It is to be noted that this agent's file contains several highly complimentary letters in connection with speaking engagements and a memorandum dated April 14, 1941, Mr. Clegg stated that he had been advised from recently interviewing re-trainees, that this agent has done some remarkable work as an instructor; and that repeated statements have been made concerning his recent delivery of lectures before

police groups; and that the police seemed to like him very much.

This agent was transferred to the Seat of Government and was assigned to the Chief Clerk's Office as a Supervisor on April 4, 1941.

Respectfully,

H B Long
H. B. Long *JB*

Rec 10-2500
✓ 5/19/41

Rec. to Dept.
5/21/41
JB

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Mr. F. Glenn Trosman

Date May 21, 1941

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Special Agent
3. Salary: \$3200 per annum
5. Division:

2. Grade: CAF 9
4. Seat of Government: Field: ☐
6. Appropriation: "Salaries and Expenses F.B.I." (National Defense)

PROPOSED ACTION

7. Title: Special Agent
9. Salary: \$3500 per annum
11. Division:
13. Effective: June 1, 1941

8. Grade: CAF 10
10. Seat of Government: Field: ☐
12. Appropriation: "Salaries and Expenses F.B.I." (National Defense)

15. Remarks:

14. Position: Additional: ☐
Vice: Francis R. Hammack - transferred.
Identical:

54 MAY 26 1941

Respectfully submitted,

cc: Chief, Audit Section

Director, Federal Bureau of Investigation

Mr. Tolson	COMMUNICATIONS SECTION
Mr. E. A. Tamm	FILED
Mr. Clegg	MAY 21 1941
Mr. Glavin	F. B. I.
Mr. Ladd	FEDERAL BUREAU OF INVESTIGATION
Mr. Nichols	U. S. DEPARTMENT OF JUSTICE
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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Entered
Recorded
MAY 21 1941

[Handwritten signature]

LD

June 4, 1941

Mr. W. Clegg Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter from the Attorney General advising you of your promotion from \$3200 per annum in Grade CAF 9, to \$3500 per annum in Grade CAF 10, effective June 1, 1941.

Sincerely yours,

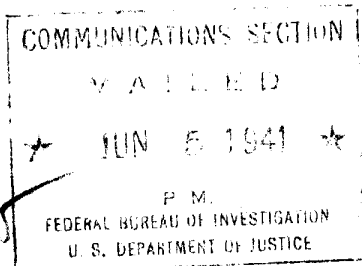
J. Edgar Hoover

John Edgar Hoover
Director

Enclosure

cc: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



87-1
104
JL

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

W: hlm

May 21, 1941

Mr. W. Clee Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby transferred from one position to another in the Federal Bureau of Investigation as indicated:

From

Position: Special Agent

Assignment: Field

Grade: CAF-9 Salary: \$3200 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," FIELD

To

Position: Special Agent

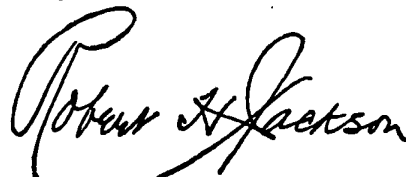
Assignment: Field

Grade: CAF-10 Salary: \$3500 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," FIELD

Effective: June 1, 1941

Respectfully,



Attorney General.

By the Attorney General:

(Faint handwritten signature)

The Assistant to the Attorney General.

Vice: Francis R. Hammack, transferred

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:atw

May 27, 1941

MEMORANDUM

RE: CLEON SKOUSEN
Supervisor
Chief Clerk's Office

ECD 6-17-40

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Kleinlauf _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

The above-mentioned Agent reported to the Chief Clerk's Office for assignment on April 4, 1941. It will be recalled that Mr. Skousen had previously been assigned to this Division in charge of the Communications' Section. Since his return, he has been assigned to the duties of interviewing clerical applicants and I have been particularly pleased with the manner in which he has performed his duties. His memoranda have been very concise and yet complete and have given me all of the necessary information in connection with his interview. He has briefed a number of files during his assignment here; has handled miscellaneous Congressional inquiries and has been entirely satisfactory.

Skousen is coming along all right and I would have no hesitancy in stating that he undoubtedly could handle most investigations being referred to the Bureau at the present time. He has lost none of the enthusiasm for the work that he had when he was here as a clerical supervisor. He is loyal to the Director. I am satisfied with the manner in which he has performed his duties.

[Signature]
W. A. Glavin

W. A. Glavin

105

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 12, 1941

Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

This is to advise you that I have not at any time advocated the overthrow of the Government of the United States by force or by violence.

I am not now, nor have I been a member of any organization that advocates the overthrow of the Government of the United States by force or by violence.

Very truly yours,

W. J. Skansen

Subscribed and duly sworn to before me by the above-named person, this 12th day of April, 1941,
at city of Washington, county of _____,
and ~~State (or Territory or District)~~ of Columbia

O. Eugene Coleman
Notary Public

RHL:MB

June 9, 1941

Mr. W. Cleon Skousen
Room 5519
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

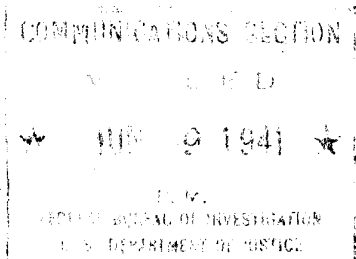
Dear Mr. Skousen:

This will acknowledge the receipt of your contribution of \$5.00 to the fund to be paid to the designated beneficiary of any participating Special Agent of the Bureau who dies, from any cause, while employed as a Special Agent.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director



J. EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 30, 1941

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to April 15, 1941, and who dies from any cause, while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

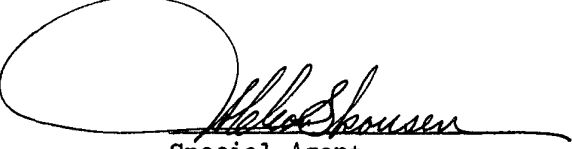
The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

Name Jewel Almira Sprousen Address ~~2115 14th Street~~ same address
Relationship Wife as agent's

Very truly yours,


Special Agent

W. C. Sprousen

June 13, 1941

MEMORANDUM FOR MR. W. C. Skousen

It is desired that you make arrangements with the Chief Clerk's Office within the next week to be afforded the regular annual physical examination at the United States Naval Hospital.

There is attached hereto a physical examination blank which should be filled in on the first page by you and brought with you to the Chief Clerk's Office the day of your physical examination.

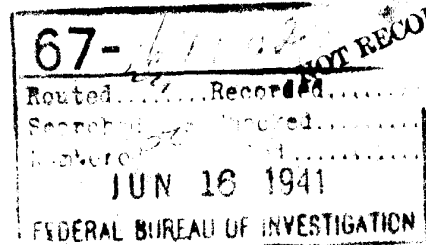
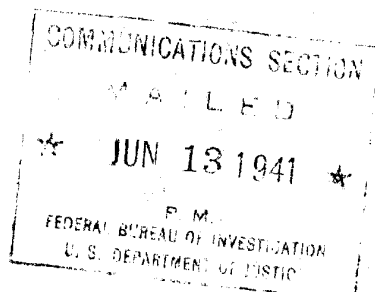
Very truly yours,

J. E. Hoover

54 JUN 27 1941

John Edgar Hoover
Director

Enclosure



NOT RECORDED

W. Leon Skonsen

PHYSICAL EXAM.

RECORDED

67-69602-126

Routed... Recorded...
Searched... Checked...
Numbered... Indexed...

JUL 16 1941

FEDERAL BUREAU OF INVESTIGATION

54 JUL 21 '41

FILE
Aug 11

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

.....
OFFICIAL BUSINESS

Penalty For Private Use To Avoid
Payment Of Postage, \$300

U.S. DEPT. OF JUSTICE
FBI
REC'D-CHALK
JUL 18 7 36 PM '41

NAME *Shawen, W. C.*

N.M.S. Form 16.

STATUS *F.B.I.*

LABORATORY EXAMINATION

DATE *6/20/41*

7236

U.S. NAVAL MEDICAL SCHOOL
Naval Medical Center
Washington, D.C.

Request of *Mr. Shaw*

Address *F.B.I. Room*

Request for Blood KAHN and Blood

WASSERMANN TESTS.

REPORT

KAHN

WASSERMANN

Qualitative	Quantitative Units	Cholesterolized Antigen
NEGATIVE		

"BLOOD TYPE" *0*

F. W. Farrar

F. W. FARRAR

Lieut. Comdr. (MC), U.S.N.

(MC), U.S.N.

LABORATORY EXAMINATION

NAME SKOUSEN, W.C.

N.M.S. Form 6

RATE FBI

U. S. NAVAL MEDICAL SCHOOL

Naval Medical Center

DATE 20 June, 1941

Washington, D.C.

Request of

Dr. Feen

Address:

FBI Room

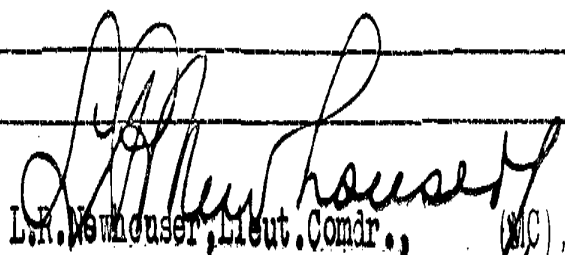
Diagnosis

Physical Examination

Character of examination desired

URNALYSIS

Amount: 24 hrs. Submitted
Color Amber Transparency Clear
Reaction Acid Sp.Gr. 1.017
Albumin Negative
Sugar Negative
Occult blood Negative Special
Casts
Cylindroids Mucus Few threads
Leucocytes Occasional
Erythorocytes
Epithelium
Crystals Few amorphous urates


L.R. Newhouse, Lieut. Comdr., (MC), U.S.N.

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS OF THE
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

Washington D.C. June 20th 1941
Place

HISTORY

Name W. Leon Skousen Age 28 years, 5 months
Nativity (state) Raymond, Alta, Can. Married, Single, Widowed: Married Number of Children 1

Diseases, operations, or injuries previous to age of 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

Tonsils taken out Age 4. Measles, Whooping Cough & Chicken Pox. Age 3, 9 and 10 respectively.

Diseases, operations, or injuries subsequent to age 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

None.

Father (Living? Yes State of Health Good.
(Dead? _____ Cause & age at death? _____)

Mother (Living? Yes State of Health Good.
(Dead? _____ Cause & age at death? _____)

Brothers (Number living 5 State of Health Good.
(Number dead 1 Cause & age at death? Abcessed gland. age 4 mo.

Sisters (Number living 2 State of Health Good.
(Number dead _____ Cause & age at death? _____)

Has any member of family suffered from neurasthenia or insanity or been confined in any institution for the insane? Give relationship and full history of case.

No

Has any blood relative been an inmate of a penal institution or poorhouse? Give relationship and state reasons.

No

Habits: Tobacco? No Alcoholics? No Drugs? No

W. Leon Skousen
Signature of Candidate.

PHYSICAL EXAMINATION

Eyes: Color? Blue Exophthalmos? No

Chronic inflammation? No Other abnormality? No

Eyelids: Ptosis? No Condition of conjunctiva on eversion? Normal

Other eye conditions? No

Vision: (Note: Each eye must be tested separately.)

Does candidate wear glasses? Yes For what purpose? Distance

Distant: Uncorrected vision of right eye? 20/25 Left eye? 20/25

Corrected vision of right eye? 20/20 Left eye? 20/20

Near: Uncorrected vision of right eye? 8 I Left eye? 8 I

Corrected vision of right eye? - Left eye? -

Remarks:

Color sense: Normal

(Standard color plate test required)

Ears: Abnormalities? No Evidence of mastoid or other disease? No

Condition of drums? Right Normal Left Normal

Hearing: (Note: When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard:

Right ear feet. Left ear feet.

Distance whispered speech (Using residual air) can be heard:

Right ear 15/15 feet. Left ear 15/12 feet.

(Note: Use tuning fork tests, Rinne, Weber & Schwabach, if indicated.)

Right ear Left ear

Nose: Deflection of septum No Polypi? No

Chronic nasal disease? No Is candidate a mouth breather? No

Palate: Cleft or perforated? No Other conditions? No

Fauces: Condition of tonsils? Absent Pharynx? Normal

[Signature]
Signature of Examining Specialist.

Height? 5 feet, 9 inches. Weight, stripped? 143 1/2 Pounds.

General appearance: Medium ✓
(Robust? _____) (White? ✓)
(Puny? _____) (Colored? _____)
(Plethoric? _____) (Blonde? _____)
(Anaemic? _____) Complexion: (Brunette? ✓)
(Corpulent? _____) (Florid? _____)
(Emaciated? _____) (Sallow? _____)

Skin: Diseases? n

Hair: Color: Dark Brown Thickness Sparse

Glands: Enlargement: n Other abnormalities n

Head, Depressions? n Asymmetries? n

Facial disfigurement? n Facial asymmetry? n

Abnormalities of speech? n

Neck: Goitre? n Other conditions? n

Chest: Inspiration 37 inches. Expiration 33 1/2 inches. Respiratory rate? 16

Inspection: n

Lungs: Palpation: n

Percussion: n

Auscultation: n

X-ray examination: n

Heart: Palpation: n

Percussion: n

Auscultation: n

Exercise Test: Step upon chair 25 times in 30 seconds. Pulse rate should return to normal after two minutes.

Pulse rate: Sitting 76 After exercise 132

Condition of heart after exercise: 78 n

Blood pressure, Systolic? 110 Diastolic? 62 Pulse pressure 48

Abdomen:

Circumference at umbilicus? 32 1/2" Tenderness? n
Other abnormalities? n
Liver, percussion? n Palpation? n
Spleen, percussion? n Palpation? n
Inguinal rings? n Hernia? n

Scrotum:

Varicocele? n Hydrocele? n Sarcocoele n

Testicles:

Induration? n Atrophy? n
Other conditions? n

Penis:

Epispadias? n Hypospadias? n
Condition of prepuce? n Venereal diseases? n

Anus:

Hemorrhoids? n Fistulae? n
Prolapse of bowel? n Other conditions n

Spine:

Tenderness? n Curvature? n

Reflexes:

Pupillary: n Cremasteric: n
Patellar: n Babinski: n Ankleclonus: n

Upper Extremity:

Missing fingers? n Contractures of hand? n
Condition of joints? n Other conditions? n

Lower Extremity:

Flat foot? 1° Bilateral Bowed legs? n
Knock-knees? n Varicose Veins? n

Hammer toes? u Bunions? u

Other abnormalities? u

Agility:

Co-ordination of muscular movements? u Romberg? u

Defects of gait? u

Mental Condition? u

(Note: If indicated refer to specialist)

Temperature? _____

Has this person been successfully vaccinated within 5 years? no

Has this person had prophylactic typhoid inoculation? yes Date last taken 1930

Urine: Color? See Sp. Gr.? _____ Albumin? _____ Sugar? _____

Reaction? Report Shreds? _____ Blood cells? _____

Pus cells? attach Casts? _____ Epithelial cells? _____

Blood: Red corpuscles per C.mm _____ White corpuscles per C.mm _____

Differential count _____

Blood serologic tests (syphilis): _____ Haemoglobin per cent: _____

Has candidate any of the following defects, viz: Cachexia, or apparent predisposition to any constitutional diseases, permanent defects of either of the extremities or articulations, including defects of gait, flat foot, badly bowed legs, knock-knees, unnatural curvature of the spine, impaired vision, color-blindness, chronic diseases of the visual organs, epilepsy, insanity, chronic diseases of the ears, deafness, chronic nasal disease, polypi, chronic ulcers or cicatrices of old ulcers likely to break out afresh, chronic cardiac pulmonary or renal affections, insufficient chest expansion, hernia, sarcocele, hydrocele, varicocele (unless slight), fistula in ano, hemorrhoids, varicose veins on lower limbs (unless slight) stature less than 5 feet 4 inches, or more than 6 feet 2 inches, or any marked abnormality of speech or facial disfigurement?

Report of any special examination:

DENTAL EXAMINATION OF _____

GENERAL ORAL CONDITION

MUCOUS MEMBRANE

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Inflamed
<input type="checkbox"/>	Swollen
<input type="checkbox"/>	Ulcerated
<input type="checkbox"/>	Septic

SALIVA

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Excessive
<input type="checkbox"/>	Acidity
<input type="checkbox"/>	Thick or ropy
<input type="checkbox"/>	Odor

OCCUSION

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Class I
<input type="checkbox"/>	Class II
<input type="checkbox"/>	Class III
<input checked="" type="checkbox"/>	Crowded

TONGUE

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Coating
<input type="checkbox"/>	Cryptic
<input type="checkbox"/>	Ulcerated
<input type="checkbox"/>	Enlarged

Glands _____

Sinus _____

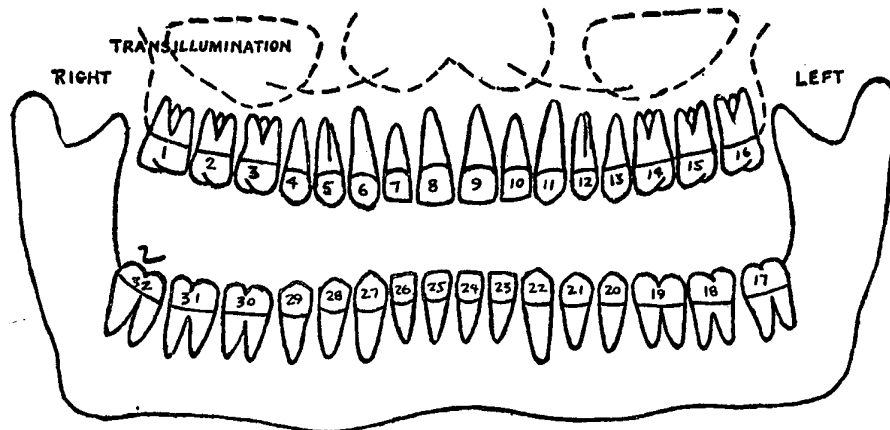
Throat _____

ARCH

<input checked="" type="checkbox"/>	Square
<input checked="" type="checkbox"/>	Tapering
<input type="checkbox"/>	Ovoid

DENTAL DIAGNOSIS

- A. Labial
- B. Lingual
- C. Incisal
- D. Occlusal
- E. Buccal
- G. Mesial
- H. Distal
- K. Mesio-labial
- L. Disto-labial
- M. Mesio-lingual
- N. Disto-lingual
- O. Mesio-incisal
- P. Disto-incisal
- R. Mesio-occlusal
- S. Disto-occlusal
- T. Bucco-occlusal
- U. Lingual-occlusal
- V. Mesio-disto-occlusal
- W. Bucco-lingual-occlusal



☒ Roots
 ☐ Abscess
 ☐ Impacted
 ☒ Crown
 ☐ Devitalized
 ☐ Dummy bridge
 ☐ On denture
 ☐ Missing
 ☒ Extraction Indicated

X-ray No. _____ X-ray reading _____

Gingival disease (indicate nature and extent) _____

Conditions of appliances replacing teeth _____

Remarks: _____

In case a dentist is not available to make the dental examination, the medical examiner shall record missing teeth, prosthetic replacements, and give a general estimate of oral condition.

Date 6-20-41 (Signature) _____

Dental Surgeon

Summary of Findings

(Summarize here all defects found.)

1. Refracted Nerves, 1° Bilateral
2. Defective Vision { Rt $\frac{20}{25}$ - 1 corrected to $\frac{20}{20}$
Left $\frac{20}{25}$ @ $\frac{20}{20}$
3. _____
4. _____
5. _____

SA
141

Recommendations: Syph. & S.V. Proph.

1. Is this man capable of strenuous ☒ moderate _____ light _____
or very light _____ physical exertion. (Indicate which).
2. Has this man any defect which would interfere with his participation
in raids or other work connected with the detection and apprehension
of criminals which might entail the practical use of firearms?
(Indicate YES or NO) no

Remarks:

B. G. Fern

Administrative action by Federal Bureau of Investigation.

DIRECTOR

July 15, 1941

~~PERSONAL AND CONFIDENTIAL~~

Mr. W. Olson Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Washington, D. C., on June 20, 1941.

This report reflects the following physical defects:

Depressed arches - 1° bilateral.
Defective vision of the right eye 20/25-1 -
left eye 20/25; corrected to 20/20 in each
eye.

The Board of Examining Physicians makes the following recommendations:

Inoculation for typhoid.
Vaccination for smallpox.

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

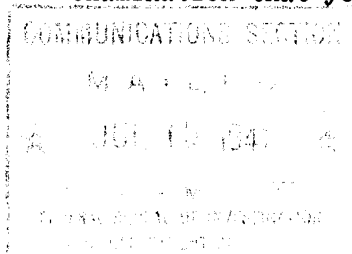
For your information, it was determined during this examination that your blood is International Type "O".

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

CC: Mr. Clegg



85

LBN:FML

June 23, 1941

MR. TOLSON

Re: COMMUNICATIONS SECTION

In view of the growth of the Communications Section and the many new people that are being assigned to it, I feel that it now justifies an Agent supervisor. I have talked to Mr. Glavin about this and he concurs in my recommendation.

Accordingly, I recommend that Special Agent W. L. Skousen who formerly worked in the Communications Section and is presently assigned to the Chief Clerk's Office, be assigned to the Communications Section as supervisor.

I recommend that [redacted] present supervisor of the Communications Section, be designated as night supervisor.

I recommend that [redacted] the present night supervisor, be assigned to duty during the day to serve in the role of chief telephone operator with the principal function of training the operators and constantly monitoring and supervising their calls. I think in this way it will be possible to tighten up materially. Mr. Douglas may also assist on the Information Desk.

For your information, at the present time, there are 66 employees assigned in the Communications Section. We have 7 and sometimes 8 telephone operators on duty from 8 in the morning until 4:30 p.m. There are 4 or 5 operators on duty from 4:30 to 12 p.m. and 3 operators on duty from midnight until 8 in the morning. After midnight, the 3 telephone operators also handle the teletypes. As you know, the Messenger Room and the Mail Room are also under the Communications Section.

Mr. Foxworth

Mr. Glavin

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Miss Gandy

It has been the practice heretofore to designate the oldest employee to act in charge after hours when the supervisors are absent or on Sundays and holidays. I have told [redacted] to designate [redacted] who has been in the Bureau since November 27, 1939, to act as supervisor in charge of the Communications Section from midnight until 8 a.m.

- 2 -

With reference to the transfer of Agent Skousen from the Chief Clerk's Office to the Communications Section, I am making available Supervisor Wahab in Mr. Hendon's Office, to assist Mr. Glavin until a replacement for Skousen is obtained. In this connection, I recommend that Special Agent [redacted] whom you transferred to Mr. Hendon's office yesterday, be assigned in place of Mr. Skousen in Mr. Glavin's office.

Respectfully,

L. B. Nichols

b6
b7C

CC - Mr. Glavin

Handwritten: Mr. Glavin
6/24/41

JOHN EDGAR HOOVER
DIRECTOR

MLW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

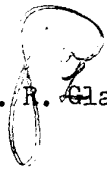
July 19, 1941

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR Mr. Tolson

This is to advise that the
wife of Special Agent W. Cleon Skousen gave
birth to a baby boy on July 17, 1941.

Respectfully,


W. R. Glavin

Handwritten:
July 19, 1941
Glavin

RECEIVED

RECORDED
INDEXED
107
THREE
100

REC:VCR:MD

July 19, 1941

MR. NICHOLS:

Set out below are the grades made by the Special Agents in Division Four on the examination and notebooks in connection with the Conference of Officials and Supervisors held on June 30, 1941:

	<u>NOTEBOOKS</u>	<u>EXAMINATION</u>
[Redacted]	Excellent	86
	Excellent	100
	Excellent	87½
	Very good	96
	Good	75
X Skousen, Cleon	Good plus	80
[Redacted]	Excellent	87½
	Good plus	94
	Good	69½
	Good	92

b6
b7C

Very truly yours,

John Edgar Hoover
Director

169656
X
[Signature]

[Signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



July 19, 1941

Mr. W. Cleon Skousen
2522 24th Street, North
Arlington, Virginia

Dear Mr. Skousen:

I have just learned of
the arrival of your new heir and I
want to take this opportunity to
extend to Mrs. Skousen and to you
my hearty congratulations.

It is my wish that the
future will hold much in the way of
happiness for the little gentleman.

Sincerely,

W. C. Clegg

CC-Mr. Nichols

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
August 7, 1941

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Drayton
Mr. Quinn Tamm
Mr. Hendon
Mr. Tracy
Miss Gandy

EOD

6-17-40

LBN:DW

MEMORANDUM FOR MR. TOLSON

T.B.B.

Re: W. C. Skousen
45-day report

Mr. Skousen assumed charge of the Communications Section on June 24. During his period of assignment he has done excellent work in the training of new Messengers and new employees. This task has been most difficult in view of the large number of inexperienced employees who have had to be placed in important positions.

Mr. Skousen has imagination, can think problems through, follows details thoroughly, is industrious and enthusiastic. I have been very well pleased with his work to date and feel sure that when our new communications system is in operation the service will be vastly improved. All in all, I think Mr. Skousen is doing everything within his power to effectively carry on the work in the Communications Section.

Respectfully,

L. B. Nichols
L. B. Nichols

W.C.S.

RECORDED

108

10
W.C.S.
Aug 10 1941

File
Aug 10 1941
J.



JB./elb

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
August 14, 1941

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin ✓ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. GLAVIN

RE: Willard Cleon Skousen
Special Agent

Entered on Duty as Messenger	October 24, 1935
Entered on duty as Special Agent	June 17, 1940
Reported to field	August 6, 1940
Present grade and salary	CAF-10 \$3500
Last salary change	June 1, 1941
Accounting course	Enrolled - completed 3
Marksmanship	Expert
Qualified in all firearms:	Yes
Failed to qualify with:	None

REMARKS

This agent was last considered for reallocation on June 1, 1941, at which time he was promoted to Grade GAR-10 at \$500. On May 27, 1941, you advised that you had been particularly pleased with the manner in which he had performed his duties; that his memoranda concerning interviews with applicants had been very concise and yet complete; that he was coming along all right and you would have no hesitancy in stating that undoubtedly he could handle most investigations being referred to the Bureau at the present time; that he had lost none of his enthusiasm for the work he had when he was here as a Clerical Supervisor; that he was loyal and that you were satisfied with the manner in which he had performed his duties.

On June 25, 1941, he was assigned to Division 4 as Supervisor of the Communications Section. On August 7, 1941, Mr. Nichols said he had done excellent work in the training of new Messengers and new employees, which task had been most difficult in view of the large number of inexperienced employees who had had to be placed in important positions; that he had imagination, could think problems through, followed details thoroughly, was industrious, enthusiastic and he had been very well pleased with his work and felt sure that when the new Communication System was in operation the service would be vastly improved and all in all he thought this agent was doing everything within his power to effectively carry on the work in the Communications Section. Mr. Nichols suggested that he be reallocated from CAF-10 at \$3500 to CAF-11 at \$3800.

Respectfully,

J. B. Milcox

Rec 11-3800
8 9/14

1
9/4

COX
Pro Miller
Mr. G. A. Miller (m)

NO
67-

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Date

Dr. W. Clegg Skousen

September 6, 1941

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Special Agent

2. Grade: CAF 10

3. Salary: \$3500 per annum

4. Seat of Government: ☐
Field: ☒

5. Division:

6. Appropriation: "Salaries and Expenses, FBI
(National Defense)"

PROPOSED ACTION

7. Title: Special Agent

8. Grade: CAF 11

9. Salary: \$3800 per annum

10. Seat of Government: ☐
Field: ☒

11. Division:

12. Appropriation: "Salaries and Expenses, FBI
(National Defense)"

13. Effective: September 16, 1941

14. Position: Additional: ☐
Vice: J. O. Perronin -
Identical: transferred 4/1/41

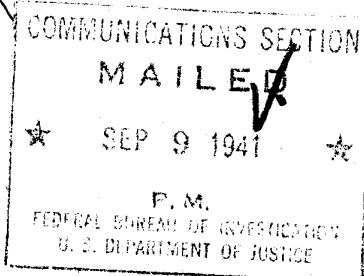
15. Remarks:

CC: Chief, Audit Section

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____





67-NOV RECORDED
120

WMC:MET

August 23, 1941

MR. NICHOLS

There are set out below the grades of the Supervisors in your Division who attended the Supervisors' Conference held on August 11, 1941:

	<u>Examination</u>	<u>Remarks</u>
	87½	Excellent
	87½	Excellent
	100	Very Good
	83½	Very Good
	97	Very Good
	100	Very Good
 <u>E. C. Hanson</u>	100	Excellent
	88	Very Good
	96	Very Good
	87½	Very Good
	87½	Excellent
	88	Good.

b6
b7C

It is noted that you made a grade of 100 on the examination.

Very truly yours,

John Edgar Hoover
Director

103
67-

September 26, 1941

Mr. W. Clegg Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing
a letter from the Attorney General advising you of
your promotion from \$3500 per annum in Grade CAF 10
to \$3800 per annum in Grade CAF 11, effective
September 16, 1941.

Sincerely yours,

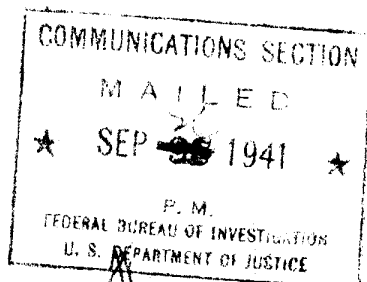
J. Edgar Hoover

John Edgar Hoover
Director

Enclosure

CC: MR. NICHOLS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



57-67

110

SEP 28 1941

V

Handwritten signature/initials

Handwritten initials

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

October 8, 1941

RCH:NWD

MEMORANDUM FOR MR. NICHOLS

As a matter of interest there is attached hereto a multilithed copy of a letter addressed by [redacted] Owner and Publisher of the Tri-County News, King City, Missouri, to Mr. W. D. Jamieson of Washington, D. C., who writes a column entitled "The Window Seat" which Jamieson has used for promotion purposes. It is a rather interesting letter and this copy was turned over to Agent [redacted] of the Washington Field Office who interviewed Jamieson in an applicant case.

In the last paragraph of the letter it will be noted that [redacted] stressing the point that "You can't always tell from a name," states: "For the Press Association we tried to get, in the order named, Martin Dies, Eleanor Roosevelt, Henry Wallace, William Allen White, Biff Jones, Payne Ratner, and Homer Croy...and ended up with a fellow named Skousen, special agent of the FBI, who made one of the finest banquet speeches I ever heard...showing that you never can tell."

Respectfully,

[Signature]
R. C. Hendon

This is a grand compliment. Commend Skousen & also write

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Foxworth ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Carson ✓
Mr. Holloman ✓
Mr. Quinn Tamm ✓
Mr. Hendon ✓
Mr. Coffey ✓
Mr. Harbo ✓
Tele. Room ✓
Tour Room ✓
Mr. Nease ✓
Mr. Tracy ✓
Miss Gahm ✓
Miss Gandy ✓

b6
b7C

b6
b7C

Dear [redacted] personal letter from a splendid
Missouri newspaper man. When he wrote it he
never dreamed I would want to use it, but I thought
you would

THE TRI-COUNTY NEWS

be interested in KING CITY, MISSOURI
seeing it, so I wrote him and secured his
permission to reproduce it, and am sending it on
to you

OWNER & PUBLISHER

W.D. Jamieson

[redacted]
517 Southern Building
Washington, D. C.

Dear Mr. Jamieson:

The toughest city editor I ever worked under was
Walter (Simon Legree) Ladd on the St. Joseph Gazette.
He was advanced to managing editor and made me his
news editor and I have come to know he wasn't as
tough as he acted. But always I have respected high-
ly his ability as a newspaperman and his judgment
of news and feature values.

b6
b7C

When I quit [redacted] twenty-one years ago to start the
Tri-County News I put his name on the list to receive
my paper free for a year. He is notoriously snug,
if you understand the Scottish term, and he might
never see the Tri-County News otherwise, I figured.
Somehow his slug remained in the mailer several years
...in fact until the Tri-County News went to cash-on-
the-barrelhead...and when he got a notice his paper
was about to stop he wrote me that he'd pay for it
rather than have it stop. Well, that melted me, and
I renewed him for another year free. Since then he
always has sent his renewal promptly. He no longer
is in the newspaper game and I've wondered occasionally
if he keeps on taking my paper just because he likes
me, or feels he sort of owes me the encouragement, or
something. Usually, though, along with his renewal,
comes a scribbled note referring to some wisecrack
of mine or something, sort of proving that he does
read the Tri-County News occasionally.

All that to lead up to last Friday night when [redacted] and
I met, down at the Press Association meeting, for an
old-fashioned bullsession that lasted far, far into
the night, during which he said with quite a little
emphasis:

"That man Jamieson has got something,
[redacted] His Window Seat is the best

(over)

Memo to [redacted]
10-8-41
fch

damn column coming out of Washington. Just the other day I clipped a couple of paragraphs out and mailed them back to Washington. Dick Duncan (3d Dist. Mo. congressman) had been discussing with me the matter of getting some information and publicity out to rural Missouri ...wondering if a regular column of some kind would best accomplish his purpose, and I wrote him: 'Now if you could get stuff over like this, you'd have something; but the Hell of it is, you can't get it. Stuff like this just can't be bought.'

He asked me how much I pay for the W.S. and when I told him he said: "Remember when we used to pay \$1 a week for [redacted] And we held on to it till O.O.'s column got to be the highest-priced feature per word on the market. To show you what I think of your judgment, I've never missed a word Jamieson has written since it has been appearing in your paper. It's funny to me I've never seen it anywhere else."

Well, see, my old boss made me feel good by complimenting my judgment (he rarely did in the old days) and now maybe I can make you feel good by passing the orchids on to you.

For the Press Association we tried to get, in the order named, Martin Dies, Eleanor Roosevelt, Henry Wallace, William Allen White, Biff Jones, Payne Ratner and Homer Croy....and ended up with a fellow named Skousen, special agent of the FBI, who made one of the finest banquet speeches I ever heard....showing that you never can tell.

Cordially,



RCH:JC

October 14, 1941

[Redacted]
Tri-County News
King City, Missouri

b6
b7C

Dear [Redacted]

A copy of your letter to Mr. W. D. Jamieson, author of the column "The Window Seat," has just come to my attention and I have noted with particular interest the reference which you made to the address delivered by Special Agent Cleon Skousen of this Bureau before the meeting of the Missouri Press Association.

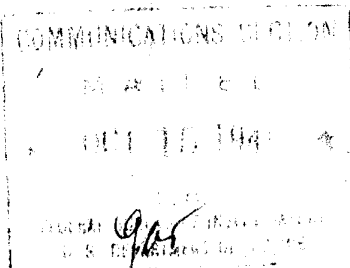
I am very glad indeed that Mr. Skousen's address made such a favorable impression and I thought that you might like to know that I am calling your letter to his attention.

With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



RCH:JC

October 14, 1941

Mr. W. Clegg Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Skene:

I thought you might be interested in the attached copy of a letter addressed by [redacted] Owner and Publisher of the Tri-County News, King City, Missouri, to [redacted] W. D. Jamieson of Washington, who writes the column entitled "The Window Seat." Mr. Jamieson has used this letter for promotion purposes.

b6
b7C

I was particularly pleased to note the fine compliment paid to you for the address delivered before the Missouri Press Association. You served as an excellent representative of the Bureau upon that occasion and I want to commend you for the fine manner in which you handled this assignment.

With best wishes and kind regards,

Sincerely yours,

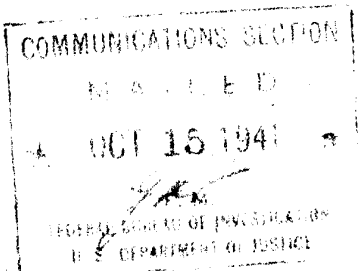
J. Edgar Hoover

100-443887-10

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

CC-Mr. Nichols



0962 113

[Handwritten notes and stamps are visible over the typed text.]

1710

[Handwritten signature]

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

October 25, 1941

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Tracy.....
Mr. Rosen.....
Mr. Carson.....
Mr. Coffey.....
Mr. Hendon.....
Mr. Hoffman.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. Hoover:

I am in receipt of your letter dated October 14, 1941, enclosing a copy of a letter which [redacted] of the Tri-County News, King City, Missouri, wrote to W. D. Jamieson, Washington, D. C., concerning a talk which was given by the writer as a representative of the Bureau before the Missouri Press Association.

I sincerely appreciate your consideration and kindness in sending a copy of [redacted] letter to me, and I particularly appreciate the encouraging commendation which your letter contained. It shall always be my hope and determination to perform the duties assigned to me in a manner which is commensurate with the high ideals and immaculate standards which you have set for this Bureau. It has been a tremendous satisfaction to be associated with the Bureau and it is my desire to maintain in both my personal life and the official duties I am called upon to perform the spirit and vigor which has become symbolic of the Bureau and the leadership you have given it.

With sincere best wishes for your continued success in this most important work, I remain,

Respectfully,

W. Cleon Skousen
W. Cleon Skousen

RCH:JM

November 3, 1941

Mr. W. D. Jamieson
Stoneleigh Court
Washington, D. C.

Dear Mr. Jamieson:

I have had the pleasure of reading the letter addressed to you by [redacted] Owner and Publisher of the Tri-County News, King City, Missouri, in which he so favorably referred to your column, "The Window Seat."

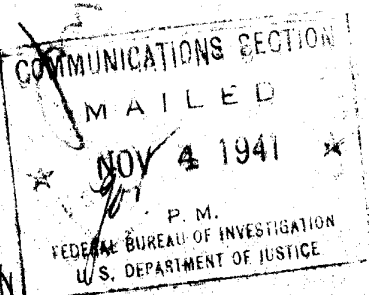
I, too, have enjoyed reading the column and I appreciate your interest in the work of this Bureau. I thought you might like to know that I have communicated with [redacted] advising him that I had read his letter to you and expressing my appreciation for the kind reference to Special Agent Cleon Skousen of this Bureau in connection with his address before the Press Association in Missouri.

With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



NOV 4 9 39 AM '41
RECEIVED-DIRECTOR
F. B. I.
DEPT. OF JUSTICE

67-6112
b6
b7C
115
Recorded
Checked
Filed
NOV 4 1941
FBI - ST. LOUIS



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LBN:WGR

November 28, 1941

MEMORANDUM FOR MR. SKOUSEN

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Quinn Tamm _____
Mr. Holloman _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Miss Gahm _____
Miss Gandy _____

I have noted your memorandum which you prepared today addressed to [redacted] following your telephone conversation with [redacted]. I noted that you told [redacted] that you would forward the material to [redacted] and that he would no doubt communicate with him direct with reference to this matter.

b6
b7c

I am very much dissatisfied with your manner of handling this call. In the first place you have exceeded your authority in telling Hiatt that any official of the Bureau would call him. Secondly, you exceeded your authority in sending the material to [redacted]. This is a matter which should have been referred directly to the Director and as such should have been called to my attention.

I must insist that you handle routine matters through the proper channels and if there was any question you could have called me or stepped through the back door. I want you to see that there is no repetition on this.

Very truly yours, *LBN*

L. B. Nichols

Addendum: I now realize that I did exercise very poor judgment in this matter. Upon receipt of the call from [redacted] I referred the matter to [redacted] who suggested that I send the material to him so that he could handle it. I appreciate the embarrassment which my action may have caused the Bureau and I shall closely follow the established procedure in handling any calls of this kind in the future.

Respectfully,

W. Cleon Skousen
W. Cleon Skousen

LBN:DW

January 30, 1942

Mr. W. C. Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

I have reviewed the facts growing out of the mishandling of two radiograms which were placed on Mr. Hease's desk on Sunday morning rather than on the desk in the Telephone Room of my office. [redacted]

[redacted] insists that he was not instructed on this matter although it seems to me that common sense would have dictated that he place the radiograms on the desk in the room where he knew employees were on duty.

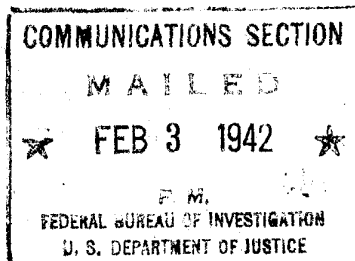
I must insist that you give closer attention to the matter of properly instructing all employees in the Communications Section. There is absolutely no excuse for [redacted] being able to state that he had not been specifically instructed in the handling of such communications.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Hease _____
Miss Gandy _____



b7C
b6

117

JAN 31 9 50 PM '42

DEPT OF JUSTICE

RECEIVED
FEB 3 1942
10 29 AM '42

[Handwritten signature]

January 30, 1942

LBN:DW

MR. TOLSON

Re: Mishandling of two radiograms
from Honolulu on January 25, 1942

The radiograms were received in the Communications Section Sunday morning, January 25, 1942. [redacted] was in charge of the Communications Section at that time. The wires were stamped in and placed in the outgoing box and [redacted] an employee of the Communications Section who is assigned primarily to the switchboard as an operator, took the wires around to the Director's Office at about 7:30 a.m., January 25, and inadvertently left them on Mr. Nease's desk instead of placing the wires on the desk in the telephone room of the Director's Office.

[redacted] for the past few weeks has been helping out in the teletype room in cases of emergency and has accompanied [redacted] in the delivering of wires to the Director's Office. [redacted] states specifically that he took [redacted] on one of the runs with him several days ago and after stamping the teletypes in the Director's Office he stated to [redacted] that the wires were placed on Mr. Nease's desk during weekdays but on the desk in the telephone room on Sundays and holidays. This of course is the instruction and it is set forth in the manual of instructions for the messengers and other employees in the Communications Section. While this manual is presently being revised [redacted] and [redacted] who ordinarily is in charge after midnight in the Communications Section but who was on leave at the time the error occurred, have been using the instructions in the manual to properly break in new and inexperienced employees.

b6
b7C

Mr. Tolson With reference to the delivery of the original and carbon
Mr. E. [redacted] tells me that [redacted] had originally routed the carbon
Mr. Clegg to the Chief Clerk's Office but that after he looked the teletype
Mr. Glavin over he saw that it was not a straight movement wire and accordingly
Mr. Ladd called it back and attached both copies to be sent to the Director's
Mr. Nichols Office on the assumption that it would be routed out of the
Mr. Tracy Director's Office to the appropriate official. [redacted] is in
Mr. Rosen error on this as the carbon copy should have been sent directly
Mr. Carson to the Midnight Supervisor.

Mr. [redacted]

Mr. [redacted]

Mr. [redacted]

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

[REDACTED]

CONCLUSION: [REDACTED] was definitely derelict in not delivering the teletypes to the telephone room in the Director's Office. In talking to him he states he cannot recall specific instructions. He admits that common sense should have dictated that they should have been placed in the telephone room. I told him that I could not accept his excuse and that his explanation was unsatisfactory.

RECOMMENDATION: I recommend that he be reprimanded and a letter is attached.

b6
b7c

[REDACTED]

CONCLUSION: [REDACTED] was in charge of the Communications Section at the time the error occurred. He should have seen to it that the wires were delivered properly and that a copy was routed to the appropriate division. If there was any question in his mind he should have followed instructions which have been given time and again to contact either me or Mr. Skousen.

RECOMMENDATION: I recommend that the attached letter of reprimand go forward to [REDACTED]

(3) W. C. Skousen is the agent supervisor in charge of the Communications Section. I feel that he should have seen that [REDACTED] understood instructions and the procedure. Mr. Skousen is very conscientious but even though [REDACTED] primarily is a switchboard operator and it was not his job to deliver messages I feel Mr. Skousen should have seen that [REDACTED] was fully advised as to what procedure he should follow.

RECOMMENDATION: I recommend the attached letter of reprimand go to Mr. Skousen.

Respectfully,

L. B. Nichols


100 : 11

December 5, 1941

MEMORANDUM FOR MR. NICHOLS

Director's File

There follows a list of the supervisors in your division, which list indicates the grades attained by the supervisors on their notebooks and on the examination given at the Fourth Quarterly Conference of Bureau Officials and Supervisors on the night of November 13, 1941.

<u>Name</u>	<u>Notebook</u>	<u>Examination</u>
	Excellent	93 3/4
	Excellent	93 3/4
	Excellent	100
	Good	100
	Excellent	93 1/2
	Good	100
	Good	94
	Excellent	100
	Good	100
	Excellent	100
L. C. Skousen	Good	93 3/4
	Good	100
	Good	100
	Good	100

b6
b7C

Very truly yours,

John Edgar Hoover,
Director

643-6

DEC 8 9 35 AM '41

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COMMUNICATIONS SECTION
MAILED

DEC 8 1941

P. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

HYE (P)

Mee
67-

March 12, 1942

Mr. W. Clason Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

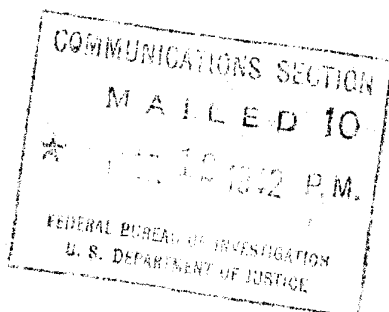
Dear Mr. Skousen:

This will acknowledge the receipt of your contribution of \$5.00 to the fund to be paid to the designated beneficiary of any participating Special Agent of the Bureau who dies, from any cause except self destruction, while employed as a Special Agent.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director



147
MAR 13 1942

67-411-1211
6

**Federal Bureau of Investigation
United States Department of Justice**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to February 2, 1942, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

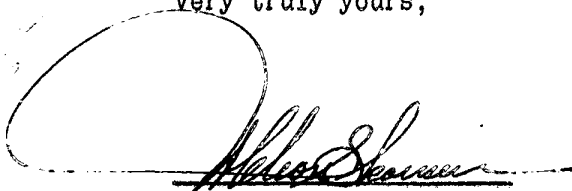
Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

b6
b7C

Name	<div style="border: 1px solid black; width: 300px; height: 30px;"></div>	Address	<div style="border: 1px solid black; width: 220px; height: 50px;"></div>
Relationship	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>		

Very truly yours,


Special Agent
W. Cleon Skousen.

Local Board No. 152 91
San Bernardino County 071

MAR 27 1942 152

430 Court Street
San Bernardino, California

March 27, 1942

Mr. John Edgar Hoover
Director Federal Bureau of Investigation
Washington, D.C.

Re: [REDACTED]

Dear Mr. Hoover:

We received your Air-Mail, Special Delivery and registered letter today regarding the above registrant. Please be advised that we have turned your letter and Form 42 over to Selective Service Board 151 of San Bernardino, California.

We have had this registrant [REDACTED]
registrant of Board 151 [REDACTED]
Willard Cleon Skousen, Order Number 1596, who is a
registrant of this Board, 152, and classified 3-A
at the present time.

b6
b7C

We regret very much this error but wish to assure you that no harm has been done.

Very truly yours

[REDACTED]
Local Board No. 152 of California

BY Ableen Caldwell
A. DEAN CALDWELL

Clerk

ADC:ao

cc: Local Board 151
San Bernardino
California

67-208438-34

SEARCHED

SERIALIZED

INDEXED

FILED

MAR 27 1942

FBI - SAN BERNARDINO

Walter
B. Bick

ENC:MET

April 15, 1942

MR. NICHOLS

J. Edgar Hoover

This is to advise you that on the written examination given at the quarterly conference of supervisors on March 26, 1942, the following grades were made by supervisors attached to your division:

[Redacted]	31	[Redacted]	100	b6 b7C
	93 3/4		87 1/2	
	85	87 1/2		
	100	100		
	85	100		
	100	100		
[Redacted]	100	[Redacted]	87 1/2	

It is noted that there was one failure. It is suggested that you call the attention of this Agent to the necessity of studying his manuals more frequently and becoming more thoroughly acquainted with the regulations and instructions of the Bureau.

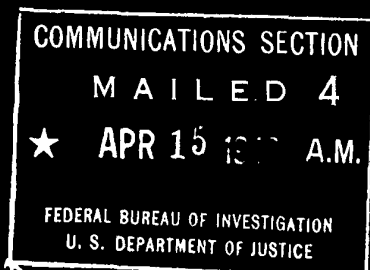
Very truly yours,

John Edgar Hoover
Director

043-10

043

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



[Handwritten signature]

April 27, 1942

~~CONFIDENTIAL~~

Mr. L. B. Nichols
Federal Bureau of Investigation
Washington, D. C.

RE: W. C. SKOUSEN
SPECIAL AGENT

Dear Sir:

The above-named Special Agent attended an In-Service training course from April 6 to April 17, 1942.

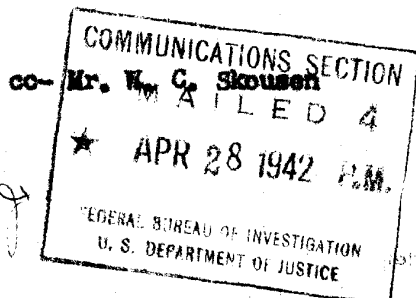
He attained the following grades:

Notebook	Good
Rip Shooting	90
Practical Pistol Course	90
Shotgun	100
.30 Rifle	76
Machine Gun	93

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



JER:EJK

April 29, 1942

~~CONFIDENTIAL~~

Mr. L. B. Nichols
Federal Bureau of Investigation
Washington, D. C.

RE: W. C. SKOUSEN
SPECIAL AGENT

Dear Sir:

This Agent attended the In-Service school which began April 6 and ended on April 17, 1942. Mr. Skousen, however, did not attend the final day's work and therefore did not take the examination at that time. He took the examination with the subsequent class and made a grade of 91 $\frac{1}{4}$.

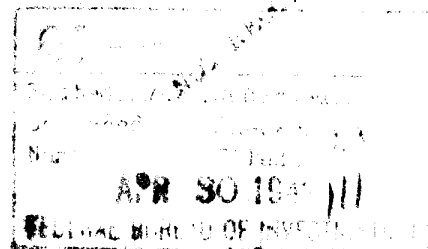
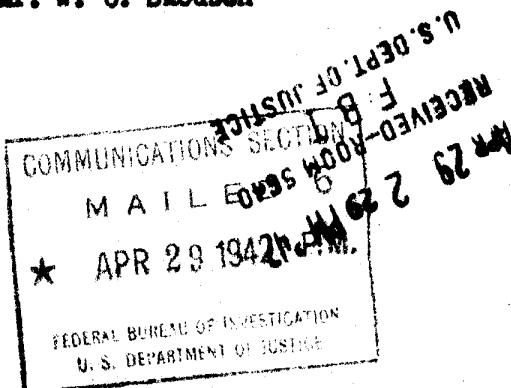
The other grades attained by this Agent have previously been reported.

Very truly yours,

John Edgar Hoover
Director

cc- Mr. W. C. Skousen

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



[Handwritten signature]
K

April 29, 1942

MR. NICHOLS

Re: Saving of Teletype Paper

At the present time the existing instruction to the Field is that all teletype messages be double spaced. The messages at the Seat of Government are also double spaced. This practice was originally inaugurated as a convenience in reading the teletype messages and to allow space for underlining and the noting of words or sentences of particular interest. In view of the existing shortage of paper it is thought that it may be desirable to sacrifice this convenience in favor of conserving teletype paper.

RECOMMENDATION: It is recommended that all teletype machines in the service be put on single spacing for the purpose of conserving paper.

Respectfully,

W. Cleon Skousen

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

187

July 23, 1942

MR. NICHOLS

Re: Suggested card for information desk and
movement clerk.

At the present time, three forms are used to advise the Bureau of changes in telephone number, home address, office extension, or room number. Changes of telephone numbers and home addresses are indicated on a pink form for the Chief Clerk's Office, as well as, on a three by five card which is forwarded to the Washington Field Office for use in making neighborhood investigation or discreet inquiries where Bureau employees may be of assistance. A third card is used for data needed by the information desk.

The writer has talked with Mr. Gresham in the Movement Clerk's Office as well as Mr. Wilcox concerning the possibility of consolidating these three forms into a single three by five card. It has been agreed that this would be a more economical and efficient method of obtaining the required data for both the movement clerk and the information desk. The use of a card is being recommended in preference to a half size sheet of paper due to the fact that the Washington Field Office has set up a file system using cards of this size, and Mr. McKee advises that any change in this form would require a complete revision of the Field Office file.

RECOMMENDATION: It is recommended that all changes of telephone numbers, home addresses, extension numbers, or room numbers be submitted on a card similar to the attached to replace the three different types of forms presently in use. It is suggested that the new cards be red or some other bright color so that they will not be lost in the mail.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,

H. Cleon Skousen

① Portsmouth, Virginia
May 29, 1942

Dear Mr. Hoover:

I am returning herewith the photograph of Mr. W. Cleon Skousen which you very kindly sent for publicity purposes in connection with his speaking at our Annual Rotary Ladies Night. I furnished Mr. Skousen with a clipping of the article that appeared in the local newspaper which he has no doubt brought to your attention.

In returning the photograph to you, it gives me much pleasure to tell you that Mr. Skousen made a very favorable impression in Portsmouth. His speech was listened to with close attention and I have heard innumerable favorable comments since. I speak for myself, and I know I correctly interpret the feelings of everyone present on that occasion, when I say that we sincerely appreciate the interest shown and the trouble taken by you in having Mr. Skousen appear and of course this appreciation is extended to Mr. Skousen himself. I hope it will be my pleasure to be able to express this appreciation to you both in person at some future date.

Yours very truly,

F. W. Ross
Chairman

RECORDED

141-9075-9
FEB 15 1942
U. S. DEPT. OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 10, 1942

MEMORANDUM FOR MR. NICHOLS

Re: Delinquent Expense Account

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

*File in
Personnel
File*

Reference is made to the attached memorandum concerning a delinquent expense account submitted by the writer for the month of May.

The writer has no excuse to offer for the instant delinquency, and I assure you that in submitting future expense accounts, the Bureau's instructions will be strictly adhered to.

Respectfully,

W. Cleon Skousen
W. Cleon Skousen
WMS

RECORDED

69602-118

67
103

4 AUG 13 1942

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

*Personnel
File*

JOHN EDGAR HOOVER
DIRECTOR



**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

August 7, 1942

Shannon

MEMORANDUM FOR MR. NICHOLS

Re: Delinquent Submission of Expense Accounts

From a review of the expense accounts received in the Chief Clerk's Office during the month of July, 1942, it is noted that Special Agent W. C. Skousen, under your jurisdiction, submitted a delinquent account in the amount of \$11.85 for the month of May on July 30, 1942.

I know you are thoroughly familiar with the Bureau's regulations that expense accounts be submitted no later than the tenth of the month following the month in which the expenses were incurred. It is, therefore, desired that you secure from the above mentioned employee a memorandum of explanation concerning this delinquent submission.

This is to further advise you that it is most essential that all expense accounts of Agents be submitted within the prescribed time limit and should there be continued recurrences of such matters, it will be necessary for the Bureau to take administrative action in those cases.

Very truly yours,

J. E. Hoover
John Edgar Hoover
Director

FOR DEFENSE



REPORT OF EFFICIENCY RATING

REGULAR () ; INTERIM ()
PROBATIONARY—1ST () 2D ()

Classification Symbols		
(Service)	(Grade)	(Class)

As of 8/18/42 based on performance during period from 1/1/42 to 3/31/42

W. Cleon Skousen
(Name of employee)

Chief
(Title of position)

Federal Bureau of Investigation
(Bureau)

Four

Communications

(Division)

(Section)

(Subsection or unit)

(Field office)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
✓ if adequate	1. Underline the elements which are especially important in the position.	Administrative, supervisory, or planning <input type="checkbox"/>
— if weak	2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.	All others <input type="checkbox"/>
+ if outstanding	b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not.	
	3. Before rating, become thoroughly familiar with instructions in the rating manual.	

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD		Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form			
All underlined elements marked plus, and no element marked minus	Excellent		1
A majority of underlined elements marked plus, and no element marked minus	Very good		2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or— a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good		4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair		7 or 8
A majority of underlined elements marked minus	Unsatisfactory		9

Rating official Excellent

Reviewing official Wes. Bg

On the whole, do you consider the conduct of this employee to be satisfactory? ----- (See back of form)
(Yes or no)

Rated by J.B. Nichols Assistant Director AUG 18 1942
(Signature of rating official) (Title) (Date)

Reviewed by -----
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee AUG 18 1942 Report to employee -----
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U. S. DEPT. OF JUSTICE

RECEIVED
FBI

AUG 21 3 09 PM '42

PERSONNEL FILES

Affiliated with

AMERICAN AUTOMOBILE ASSOCIATION

ANDY ANDERSON PRESIDENT
W. A. DAVIS FIRST VICE PRESIDENT
CLAUDE COULTER SECOND VICE PRESIDENT

A-WHEEL • A-WING • A-FLOAT



Affiliated with

PENNSYLVANIA MOTOR FEDERATION

HARRY G. GARVIN SECRETARY-MANAGER
GUY L. HUGHEY TREASURER
MCDOWELL & MCDOWELL, LEGAL COUNSEL

12 CHESTNUT STREET

BRADFORD, PENNSYLVANIA

August 28, 1942

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

Knowing your interest in boys, and having some knowledge of the interest you have taken in the thousands of kids who have gone to Washington for the big School Safety Patrol Rally and Parade, I can only say that if your Mr. Skousen, while he was here, left the impression that we believe he did with one boy, you will be repaid!

There is no doubt that he made a marked impression on the minds of 125 youths in our Camp, and on a great number of Boy Scouts who were camping at Allegany State Park and were invited to attend, and also on the adults.

In his talk at our camp, Mr. Skousen gave a wonderfully dramatic picture of the great work that you and your men have been doing in rounding up bad fellows and showing to the world that crime does not pay and that the criminal cannot live now that you have begun to employ such a fine class of men in dealing with criminals.

It was apparent from Mr. Skousen's talk that he has had a great deal of experience and fine training. From the time that I picked him up in Olean, and drove him to Camp, it was quite apparent that he was a typical high-class FBI man--the kind that you might not pick out as one on the street, but that you know would be able to go to work when set on a task of dealing with criminals. When he got on the mike before the boys, he went to work in such a way that they were really taken in behind the bars and were let in on the conversation between your Department and the typical criminal. He dramatized it so well that the kids were on the edges of their seats.

I think you know that the country is behind you and your Department in everything that they are doing, and it is quite certain that the boys have acquired a very high respect for the initials "F.B.I." When your letter to me was posted in the camp, and even when it was announced, there was a great

BRADFORD—TOM L. MCDOWELL
GUY L. HUGHEY
W. ARTHUR DAVIS
RAY G. CHAMBERLAIN

DR. HUGH J. RYAN
MARTIN J. LOWE, JR.
JOHN W. BRYNER
LEWIS E. MALLORY, III

KANE—J. W. BENTZ
O. G. BROWN
C. A. LANGHERST
ELDRED—MARTIN J. HENNIGAN

SMETHPORT—BERNARD A. BALL
FRANK B. FAY
DUKE CENTER—J. F. BOYLAN
PORT ALLEGANY—ANDY ANDERSON

MT. JEFFERT—R. G. HOW
LUYOW—R. E. WE
RIXFORD—J. M. PR
GIFFORD—CLAUDE

Mr. J. Edgar Hoover

-2-

August 28, 1942

cry that went up from a great number of the boys, scrambling to ask if they could have your letter or your autograph.

I want you to know that we believe that you will be repaid for your interest in our young fellows, and the trouble and expense of sending Mr. Skousen here, and you certainly have the everlasting gratitude of our Club, our members, and our Board of Directors.

With very best wishes for the continuance of your good health and success,

Yours very truly,

A handwritten signature in cursive script, appearing to read "Harry G. Garvin".

Harry G. Garvin
Secretary-Manager

hgg:fg

January 11, 1943

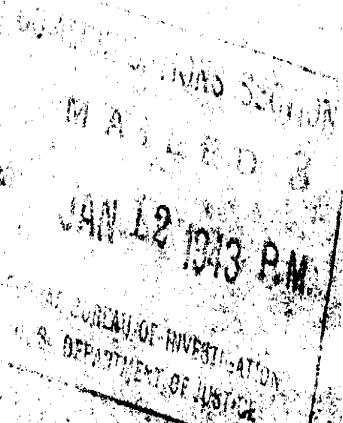
Mr. W. Glenn Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

Mr. Tolson _____
Mr. E. A. Tamm _____ This will acknowledge the receipt of your contribution of
Mr. Clegg _____ \$5.00 to the fund to be paid to the designated beneficiary of any
Mr. Glavin _____ participating Special Agent of the Bureau who dies, from any cause
Mr. Ladd _____ except self-destruction, while employed as a Special Agent. Pay-
Mr. Nichols _____ ment will be made for death by self-destruction after the Agent
Mr. Rosen _____ has been a member of the fund for two years.
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Sincerely yours,

J. E. Hoover
John Edgar Hoover
Director



Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to September 4, 1942, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

b6
b7C

Name Address
Relationship Dated Sept. 30, 1942

Very truly yours,



ack 3
10-18
W. C. Cress
Special Agent
11
W. C. Cress

JPM/elb

PERSONAL AND CONFIDENTIAL

January 13, 1943

MEMORANDUM FOR MR. NICHOLS

Re:

W. Cleon Hansen
Special Agents

b6
b7C

You are requested to submit special efficiency reports immediately on the above-named Special Agents.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

9 Jan - 6
memo to Mr. Glavin
2-1-43
J.P.M. mmm



LBN:JS

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

January 15, 1943

MEMORANDUM FOR MR. TOLSON

RE: W. CLEON SKOUSEN
EGD - Msgr. 10-24-35
Agent 6-17-40
Assigned - Communications
CAF 11 - \$3800

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

Mr. Skousen continues to do excellent work in his job as Supervisor of the Communications Section.

I think that Mr. Skousen has developed considerably during the past year. He definitely has administrative ability. He handles personnel very well and the morale in his Section is among the highest in the Bureau. He is loyal, energetic and hard-working. I think he has a very good future in the Bureau's service. On the few instances wherein he has made speaking engagements he has had a very fine response.

Respectfully,


L. B. Nichols.

FEB 1 1943

119



Funds Available
JAN 28 1943 RET

LAS

FEDERAL BUREAU OF INVESTIGATION

CC-275

Mr.
Miss
Mrs.

Date

Mr. V. Cleon Skousen

January 26, 1943

New appointment ☐Transfer ☐Promotion ☒Separation ☐

PRESENT STATUS

1. Title:

Special Agent

2. Grade:

CAF 11

3. Salary:

\$3800 per annum

4. Seat of Government:

Field:

5. Division:

6. Appropriation:

"Salaries and Expenses, FBI"
(National Defense)

PROPOSED ACTION

7. Title:

8. Grade:

9. Salary:

Special Agent

\$4600 per annum

10. Seat of Government:

Field:

11. Division:

12. Appropriation:

"Salaries and Expenses, FBI"
(National Defense)

13. Effective:

February 1, 1943

15. Remarks:

14. Position:

Additional:

Vice:

Identical:

Respectfully submitted,

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey Chief, Audit Section

Mr. Glavin SAC: Selection

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Quinn

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

(Title)
Director, Federal Bureau of Investigation

COMMUNICATIONS SECTION

MAILED 6

JAN 30 1943 E.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

FEB 17 1943

RECORDED
INDEXED

JAN 28 1943 MAIL



JPM:mmm

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
January 22, 1943

MEMORANDUM FOR MR. GLAVIN

RE: WILLARD CLEON SKOUSEN
Special Agent

Entered on duty	6-17-40
Reported to field	8-6-40
Present grade and salary	CAF-11 \$3800
Last salary change	9-16-41
Accounting course	Not enrolled.
Marksmanship	Sharpshooter.
Qualified in all firearms:	Yes.
Failed to qualify with:	None.

On 6-25-41 he was transferred to Division Four, SOG from the Chief Clerk's Office, SOG. On 9-16-41 he was reallocated to Grade CAF-11 at \$3800 per annum.

On 11-28-41 this agent was censured for the manner in which he handled a call. On 1-30-42 this agent was reprimanded and directed to give closer attention to the matter of properly instructing all employees in the Communications Section regarding the handling of communications.

On 3-31-42 Mr. Nichols rated him as EXCELLENT. On 8-7-42 Mr. Nichols was directed to secure a memorandum of explanation from this agent concerning the delinquent submission of his expense account for the month of May, 1942. This expense account was submitted in July, 1942 and this agent said he had no excuse to offer for his delinquency.

On several occasions this agent has submitted suggestions to the Bureau. He has also been commended highly on various occasions by outside organizations and individuals for speeches he had made.

On 1-15-43 Mr. Nichols said this agent had continued to do excellent work in his job as Supervisor of the Communications Section, he had developed considerably during the past year, definitely had administrative ability, handled personnel very well and the morale in his Section was among the highest in the Bureau, he was energetic and hard-working, had a very good future in the Bureau's service, and on the few instances wherein he had made speaking engagements, he had had a very fine response.

RECOMMENDATION: It is recommended he be reallocated to CAF-12 at \$4600 per annum.



Respectfully,

J. P. Mohr

Hand Available

JAN 25 1943

February 18, 1943

Mr. W. Clegg Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter from the Attorney General advising you of your promotion from Special Agent, \$3800 per annum in Grade CAF 11 to Special Agent, \$4600 per annum in Grade CAF 12, effective February 1, 1943.

Sincerely yours,

John Edgar Hoover
Director

Enclosure

CC: Mr. Nichols
CCB - Selective Service

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____

Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COMMUNICATIONS SECTION
MAILED 2
FEB 18 1943 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

1202

121
FEB 23 1943

121
78
[Handwritten signature]

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

NGP:djb

January 28, 1943.

Mr. W. Cleon Skousen,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Skousen:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Special Agent
Assignment:
Grade: CAF-11 Salary: \$3600 per annum
Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," (National Defense) FIELD.

To

Position: Special Agent
Assignment:
Grade: CAF-12 Salary: \$4600 per annum
Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," (National Defense) FIELD.
Effective: February 1, 1943.

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

John Edgar Hoover

The Assistant to the Attorney General.

Additional Position.

RECEIVED

March 12, 1943

Local Board Number 152
Selective Service System
490 Court Street
San Bernardino, California

Gentlemen:

Reference is made to the Selective Service case of Mr. Willard Cleon Skousen, who is duly registered at your Board as Order Number 2157. You will recall that Mr. Skousen was placed in Class III-A due to a dependency and that deferment has also been requested by me in order to show his employment status with this Bureau.

Mr. Skousen is still employed by the Federal Bureau of Investigation. I have noted that your Board has not been furnished with an appropriate D.S.S. Form 42-A (Revised) reflecting him to be a trained Special Agent in this Bureau. I thought that you would desire to have a copy of the above mentioned form for the file in this case and accordingly, I am transmitting herewith this form which has been executed by me under date of March 5, 1943, in order that it may be taken into consideration should your Board reconsider his case at any time in the future. You will note that he is presently performing duties in a position which has been listed as critical to the effective functioning of this Bureau in Local Board Release Number 75, which was issued under date of December 29, 1941, by General Hershey of National Selective Service Headquarters.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn

Mr. Nease

Miss Gandy

Mr. Skousen possesses the highly specialized training and technical knowledge so essential to the performance of his duties in connection with the successful war effort that it is not possible to replace him at this time.

I want you to know that it is my desire to cooperate with your Board in every possible way, and should there be any additional information you may desire with regard to this case, please do not hesitate to call upon me. Of course, should there be any change whatsoever in Mr. Skousen's status with this Bureau, I shall promptly advise your Board.

Sincerely yours,

497999
John Edgar Hoover
Director

cc: SAC Los Angeles
Mr. Nichols

WILLARD CLEON SKOUSEN

2157

30

152

San Bernardino

San Bernardino

California

Special Agent

See attachment. It will be noted that this Agent is presently performing duties in a position which has been designated as critical to the effective functioning of this Bureau by General Hershey of the National Selective Service Headquarters in Local Board Release Number 75, which was issued under date of December 29, 1941.

October 24, 1935

June 17, 1940

4600 annually

See attachment

A. A. Degree San Bernardino Valley Junior College.

LL. B. Degree George Washington University.

See attachment

See attachment

Federal Bureau of Investigation, United States Department of Justice

Washington, D. C.

See attachment

See attachment

See attachment

See attachment

See attachment

Washington, D. C.

J. Edgar Hoover

the Director

5th

March

43

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. This Bureau has also been designated by Congress as the agency officially responsible for the tabulation and dissemination of police statistics for the entire country. Under an act of Congress these statistics are gathered and are distributed to thousands of interested police and affiliated agencies every six months so that trends in crime, crime records, and crime control can be known to those to whom it is of most interest. Further than this, the Federal Bureau of Investigation has been designated as the agency having jurisdiction over the classification and maintenance of fingerprint records not only on a national basis but on an international basis. The greatest depository of fingerprint records in the world is maintained by the Federal Bureau of Investigation in Washington, D. C. We have over sixty-one million sets of fingerprints on hand today and are receiving fingerprint records at a rate of approximately 115,000 each day. The military and naval authorities have issued orders that all employees of manufacturing plants operating under contracts with the War Department or Navy Department must be fingerprinted and their fingerprints sent to the Federal Bureau of Investigation for search against our existing files. Obviously the purpose of such an order is to ascertain the criminal background, if any, of persons who are occupying positions where they have access to confidential information and to eliminate from such positions those persons whose records indicate that their interests are not those of our government.

We are also receiving fingerprint records of all persons enlisting or being inducted into the army and other military and naval services. All employees of the Federal government are fingerprinted and their fingerprints searched through our files for prior criminal records, again for the purpose of guarding against the employment of persons in the Federal government whose backgrounds indicate that they might not function to the best interests of our government. We are receiving thousands of criminal fingerprints from all police agencies throughout the country and it is essential that these fingerprints be handled promptly and the contributing agency advised of any prior record so that justice may be intelligently administered. By means of this procedure the Federal Bureau of Investigation is able to identify thousands of fugitives from justice each year who otherwise might not be identified by local police agencies who do not have the benefit of prior criminal records as reflected on fingerprint cards which were made at the time of some previous arrest. Many such persons are wanted for a previous criminal act by some other law enforcement agency and are presently attempting to disguise their true identity through assuming a fictitious name. This ruse on their part is penetrated through the science of fingerprinting and the Federal Bureau of Investigation is enabled to advise the interested local law enforcement agency of the true identity of the individual and he can be held for appropriate prosecutive action, whereas if not identified, he quite possibly would have been released to continue his depredations against society.

Our criminological laboratory handles the scientific examination of evidence in cases investigated by the Federal and local law enforcement agencies. A very high percentage of the work presently being performed by the Technical Laboratory is in connection with the national war effort. Evidence collected in suspected sabotage cases is examined by the scientists in our laboratory who are qualified to handle examinations of almost any technical nature. The personnel in the Technical

Laboratory have been trained through education and experience to handle such subjects as analytical chemistry, qualitative and quantitative analysis, ballistics tests, microanalysis examinations, spectrographic examinations, cryptograph and cryptanalysis work, and many other highly technical examinations.

The Files Section of the Federal Bureau of Investigation contains files on hundreds of thousands of individuals whose activities are of the greatest importance to the country today. It is highly important that we maintain in the Files Section a nucleus of experienced personnel so that the information contained therein can be made readily available to the supervisory personnel of this Bureau and also be made available to other governmental agencies such as the State Department, Military Intelligence Division, Office of Naval Intelligence, and the Immigration and Naturalization service. It is most essential that only the most trusted employees be assigned to this work because of the highly confidential material that is contained in our files.

All of the functions of the Federal Bureau of Investigation are so closely inter-related that it is essential that qualified and experienced personnel be available not only to perform their own work but to train new employees. The Congress of the United States has passed several bills within the past year approving an increase in the personnel. When it is considered that the work of this Bureau is highly confidential it can be appreciated that the selection of personnel must be made with great care. It has been our experience that only one employee is obtained from every one hundred persons who have applied. It is necessary that each employee be investigated thoroughly so that there will be no possibility of having a person in our service who is not loyal to the United States. We have found that it is extremely difficult to secure qualified persons for almost any of the positions that are available. At the present time we have approximately 1,500 employees less than the number that has been authorized by Congress. Every effort is being made to obtain these additional employees as they are badly needed in order for us to properly carry on the work that has been assigned to us. We are endeavoring to obtain these additional persons without interfering in any way with the administration of the Selective Training and Service Act. In all positions where possible we are utilizing the services of female employees. With the exception of Special Agents' and Laboratory Scientists' positions, no appointment of male employees who may be eligible for military service are being made. It is absolutely necessary, however, that our experienced personnel be maintained so that the new personnel can be adequately supervised and trained.

All employees of the Federal Bureau of Investigation have been working at top speed to keep abreast of our duties. The regular work week has been extended to 48 hours, and it has been our experience in the past that an additional amount of overtime will be voluntarily performed by the employees of this Bureau in an effort to properly and expeditiously handle the tremendous volume of important work being referred to us in connection with the war effort. Obviously very little consideration can be given to replacing an experienced employee until such time as we are able to build up our present staff to the number authorized and needed.

Special Agents of the Federal Bureau of Investigation are given twelve weeks of training which embraces 535 hours of study. During that period of time they are trained not only in investigative techniques and procedures, but are qualified in the handling of firearms, mechanical devices, and technical devices in use by the Bureau. After entering the Field service which follows their training period, their skill, of course, increases with their length of service in the Field. It would

obviously, therefore, be impossible to adequately replace an experienced Special Agent until the replacement had been in the service an equal length of time.

The science of the classification of fingerprints is one of the most exacting in the world today. Employees in law enforcement organizations handling fingerprint activities are of a profession which demands the utmost skill and honesty in the practice of that profession. In the Federal Bureau of Investigation we train Fingerprint Technicians through classroom and practical study for a period of approximately six months. At the end of that time those employees are qualified to examine sets of fingerprints and to identify like sets. This science cannot be taught overnight and the loss of a fingerprint man at any stage of his training or employment is a severe blow to the Federal Bureau of Investigation at this time when we are receiving thousands of sets of prints from all of the coordinated activities of the Government and from local law enforcement agencies.

The Laboratory Scientists of the Federal Bureau of Investigation, all graduate scientists, are thoroughly schooled in the science of criminology and today are performing duties pertaining to the successful war effort one hundred percent of their time. Their training in this field, embracing all sciences of laboratory examination which includes cryptography, chemistry, ballistics, geology, serology, and many others, has been invaluable in the solving of espionage, sabotage, and other subversive activities. It is essential that these scientists many times perform their scientific work in the field under such conditions that they could not be replaced with employees not possessing their physical attributes.

Bureau employees in positions aforementioned and for whom deferments are requested possess technical and scientific skills which renders them irreplaceable to the Federal Bureau of Investigation at this time.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 5th day of March 19 43

Notary Public

id

April 27, 1943

Mr. W. C. Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Mr. Tolson ~~Dear Sir:~~

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

This will acknowledge the receipt of your contribution of \$5.00 to the fund to be paid to the designated beneficiary of any participating Special Agent of the Bureau who dies, from any cause except self-destruction, while employed as a Special Agent. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years.

Sincerely yours,

E. Hoover

John Edgar Hoover
Director

4-28-43
7

**Federal Bureau of Investigation
United States Department of Justice**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to ~~September 4, 1942~~ ^{JANUARY 15, 1943}, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:


The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

Name	<input type="text"/>	Address	<input type="text"/>
Relationship	<input type="text"/>	Dated	<u>March 1, 1943</u>

Very truly yours,


Special Agent

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b7C



NOTICE OF RIGHT TO APPEAL

Appeal from classification by local board or board of appeal must be made by signing appeal form on back of Selective Service questionnaire (Form 40) at office of local board, or by filing written notice of appeal within 10 days after the mailing of this notice.

Before appeal, a registrant may file a written request for appearance within the same 10-day period; and if he does so, the local board will fix a day and notify him to appear personally before the local board. If this is done, the time to appeal is extended to 10 days from the date of mailing of the new Notice of Classification (Form 57) after such appearance.

There is a right in certain dependency cases of appeal from appeal board decision to the President; see Selective Service Regulations. For advice, see your Government appeal agent.

- The law requires you—
1. To keep in touch with your local board.
 2. To notify it of any change of address.
 3. To notify it of any fact which might change your classification.
 4. To comply with the instructions on the notice of classification part of this form.

NOTICE OF CLASSIFICATION

App. not Req.

Willard Cleon Skousen
(First name) (Middle name) (Last name)
 Order No. 1596 has been classified in Class B

(Until 3-24-43 1943)
 by ☒ Local Board ☐ Board of Appeal (by vote of 3 to 2)
☐ President

3-24-43 1943
(Date of mailing)
W. Skousen
(Member of local board)

The law requires you, subject to heavy penalty for violation, to have this notice, in addition to your Registration Certificate (Form 2), in your personal possession at all times—to exhibit it upon request to authorized officials—to surrender it, upon entering the armed forces, to your commanding officer.

DSS Form 57. (Rev. 11-16-42)

(Cut along this line to detach card)

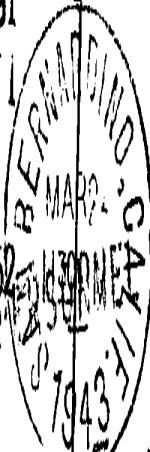
Selective Service

Local Board No. 152 91
San Bern in 0.1

Penalty for private use to
avoid payment of postage, \$300

GIVE

MAR 24 1943



FILES

RED CROSS

WAR FUND

490 Court
San Bernardino, California

(LOCAL BOARD DATE STAMP WITH CODE)

OFFICIAL BUSINESS

RECEIVED

FBI

PERSONNEL FILE
24 12 08 PM

Federal Bureau of Investigation

U. S. Department of Justice

Attn: J. Edgar Hoover

Washington, D. C.



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

March 30, 1943

MEMORANDUM FOR MR. NICHOLS

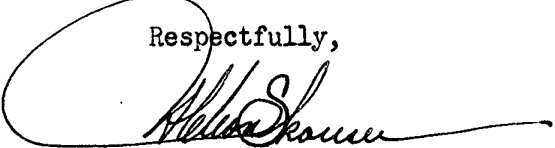
Re: W. Cleon Skousen
SS Classification

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

1. W. Cleon Skousen
2. Local Board No. 152
3. 490 Court Street, San Bernardino, California
4. Local Board No. 1596

On May 21, 1941, the writer was classified as 3-A until further notice. This is to advise that a new classification card has been received stating that the writer has been placed in 3-B effective March 24, 1943. There was no indication as to the duration of this classification.

Respectfully,


W. Cleon Skousen



*Noted
Wmuel/eeh*

9 JUN 4 1943

*File
Wmuel/eeh*

124

Federal Bureau of Investigation
United States Department of Justice

Los Angeles, California
March 26, 1943

Director, FBI

Re: SPECIAL AGENT WILLARD CLEON SKOUSEN
SELECTIVE SERVICE STATUS

Dear Sir:

According to information received from Local Board
Number 152 at 490 Court Street in San Bernardino, California,
the above-named Special Agent has been classified 3-B-3 for an
indefinite period of time.

The Bureau's attention is called to the fact that the
Order Number for this Agent was given by the Board as 1596 rather
than 2157.

Very truly yours,

R. B. Hood

R. B. HOOD, SAC.

RBH:ESF



*Noted
wmw/ceh*

*File
wrg/ceh*

COPY

WASHINGTON

June 7, 1943

MEMORANDUM FOR MESSRS. HOOVER
TAMM
TAMM, E. A.
CLEGG
COFFEY

GLAVIN
LADD
NICHOLS
ROSEN
TRACY

I have approved the following duties for the Personnel Assistants of each division:

1. They will aid their Assistant Director in handling personnel problems within their division and, under his direction, will conduct a study of the division to determine if all employees are properly and equitably placed.
2. They will concentrate upon knowing the employees in their division and in being familiar with their problems.
3. They will conduct frequent and regular interviews with as many employees as possible with the assistance of the Personnel Counselor, whose duties they will supervise.
4. As a result of these contacts and interviews, it is expected that they will become familiar with any source of irritation and make the necessary recommendations to remove these irritating factors through the Assistant Director and the Personnel Conferences.
5. They will receive all resignations and will conduct exit interviews within their division.

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

6. They will see that there are no inequities within their division in the matter of transfers, promotions and replacements.

7. They will coordinate recreational activities in those divisions where no specific supervisor has been designated.

8. For your information, the following Personnel Assistants have been selected by their respective Assistant Directors to serve in this capacity:

Identification Division

Training and Inspection Division



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b7C

Handwritten signature or initials.

- 2 -

Administrative Division
Communications and Records Division / Mr. W. C. Sullivan
Security Division
Investigative Division
Technical Laboratory

b6
b7C

The Director's Office is represented by

Very truly yours,

JOHN EDGAR HOOVER
DIRECTOR

Mr. Tolson_____
Mr. E.A. Tamm_____
Mr. Clegg_____
Mr. Coffey_____
Mr. Glavin_____
Mr. Ladd_____
Mr. Nichols_____
Mr. Rosen_____
Mr. Tracy_____
Mr. Carson_____
Mr. Harbo_____
Mr. Hendon_____
Mr. McGuire_____
Mr. Mumford_____
Mr. Piper_____
Quinn Tamm_____
Nease_____
andy_____

REPORT OF REGULAR () INTERIM () PROBATIONARY—1ST () 2D () EFFICIENCY RATING

Classification Symbols		
(Service)	(Grade)	(Class)
	12	430

As of 3/31/43 based on performance during period from 4/1/42 to 3/31/43
W. Cleon Skousen Special Agent
(Name of employee) (Title of position)
Chief of Communications Section
Federal Bureau of Investigation
Division Records & Communications
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
✓ if adequate		
— if weak		
+ if outstanding		

- | | |
|---|---|
| ----- (1) Maintenance of equipment, tools, instruments. | ----- (21) Effectiveness in planning broad programs. |
| ----- (2) Mechanical skill. | ----- (22) Effectiveness in adapting the work program to broader or related programs. |
| ----- (3) Skill in the application of techniques and procedures. | ----- (23) Effectiveness in devising procedures. |
| ----- (4) Presentability of work (appropriateness of arrangement and appearance of work). | ----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| ----- (5) Attention to broad phases of assignments. | ----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| ----- (6) Attention to pertinent detail. | ----- (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| ----- (7) Accuracy of operations. | ----- (27) Effectiveness in promoting high working morale. |
| ----- (8) Accuracy of final results. | ----- (28) Effectiveness in determining space, personnel, and equipment needs. |
| ----- (9) Accuracy of judgments or decisions. | ----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| ----- (10) Effectiveness in presenting ideas or facts. | ----- (30) Ability to make decisions. |
| ----- (11) Industry. | ----- (31) Effectiveness in delegating clearly defined authority to act. |
| ----- (12) Rate of progress on or completion of assignments. | |
| ----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no) | |
| ----- (14) Ability to organize his work. | |
| ----- (15) Effectiveness in meeting and dealing with others. | |
| ----- (16) Cooperativeness. | |
| ----- (17) Initiative. | |
| ----- (18) Resourcefulness. | |
| ----- (19) Dependability. | |
| ----- (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) July
- (B) July
- (C) July

STANDARD	Adjective rating	Numerical rating	Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form				
All underlined elements marked plus, and no element marked minus	Excellent	1	Rating official	E
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3		
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or— a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6	Reviewing official	
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by L. B. Nichols Assistant Director 4/23/43
(Signature of rating official) (Title) (Date)
Reviewed by W. R. Glavin Federal Bureau of Investigation 4/23/43
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

April 29, 1943

MR. NICHOLS

Re: Teletype Paper

On May 20, 1942, a letter was sent to all field offices instructing them to single space all teletype messages rather than double space them. The sole purpose of this instruction was to conserve paper.

Single spacing results in considerable inconvenience to supervisors or officials who desire to underline particular phrases or insert notes and references. Of course double spacing also makes teletype messages easier to read. From time to time supervisors have called the writer and inquired why teletype messages could not be double spaced.

It is estimated that the Bureau has saved approximately 30% on its paper by single spacing. There is little or no saving on short messages but up to 50% saving on longer messages.

Mr. Davies of Western Union recently advised that the Philadelphia Paper Mill from which all Western Union paper is purchased, had informed that company that there was no paper shortage except in certain types of paper, such as newsprint. Mr. Clegg in the Chief Clerk's Office also verified the fact that there is no existing paper shortage at the present time and the only types of paper which are difficult to get are those requiring certain dyes.

Mr. Rosen RECOMMENDATION: In view of the fact that there is no longer any paper shortage and it would be advantageous to return to double spacing of teletypes in order to permit underlining references, notations, etc., it is recommended that the field offices be instructed to return to double spacing on all teletype messages.

Mr. McGuire_____
Mr. Mumford_____
Mr. Piper_____
Mr. Quinn Tamm_____
Mr. Nease_____
Miss Gandy_____

Respectfully,

W. Cleon Skousen



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

CT:DSS

July 30, 1943

MEMORANDUM FOR THE DIRECTOR

For purposes of record I have advised Mr. Laughlin, who is temporarily connected with the Committee on Appropriations of the House of Representatives, that the services of Special Agent W. C. Skousen, of the Bureau, may be utilized for approximately one week in making a check of communications services of the Central Administration Services, under the Office of Emergency Management. I told Mr. Laughlin since this was only a temporary and part time assignment it would not be necessary for the committee to reimburse the Bureau for Mr. Skousen's services.

✓

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg ✓ _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

126

JS



August 31, 1943

WMW:EB

Local Board Number 152
Selective Service System
490 Court Street
San Bernardino, California

RE: W. CLEON SKOUSEN
ORDER NUMBER 2157

Gentlemen:

The Review Committee, of the War Manpower Commission, established under the provisions of Executive Order 9509, has determined the position of Special Agent held by Mr. Skousen to be a key position within the meaning of said Executive Order.

The Agency Committee of this Bureau, which has been established in accordance with the provisions of Executive Order 9509, recommends that the attached D.S.S. Form 42-A (Revised) which has been executed by me under date of August 28, 1943, and countersigned by the Chairman of the Agency Committee, be forwarded to you requesting occupational deferment on behalf of Mr. Skousen.

I would appreciate having this affidavit made a part of the file of the above-named registrant, and request your consideration of the same when you determine his classification. Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

cc: Nichols
cc: SAC Los Angeles
cc: Review Committee, War Manpower Commission

6-11-127

577

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W. OLEON SKOUSEN

2157

80

152 San Bernardino San Bernardino California
Special Agent

See attachment. Mr. Skousen is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

October 24, 1935

June 17, 1940

4600 annually

See attachment

A. A. degree San Bernardino Valley Junior College; LL. B.
degree George Washington University.

See attachment

See attachment

Federal Bureau of Investigation, United States Department of Justice

Washington, D. C.

See attachment

See attachment

See attachment

See attachment

See attachment

Washington, D. C.

J. Edgar Hoover

the Director

28th

August

45

Notary Public

Chairman

SPECIAL AGENTS

This position has been designated as a key position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-three and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic rules and regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is dropped from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The average work week for a Special Agent of the Federal Bureau of Investigation is no less than seventy hours. The work of a Special Agent, regardless of his particular qualification, is such that he cannot lead a sedentary or well regulated life. Due to the small number of Special Agents of the Federal Bureau of Investigation presently handling the work under the jurisdiction of the Federal Bureau of Investigation within and without the continental United States, it is necessary that the entire staff be highly mobile.

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment, technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort.

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agents that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent positions of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today. Up to the present time the full complement of Special Agent personnel has not been secured and every effort is being made to secure the necessary additional Special Agent personnel.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this _____ day of _____ 19____
28th August 45

Notary Public

Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to August 31, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.


Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

b6
b7C

The following person is hereby designated as my beneficiary:

Name	<div style="border: 1px solid black; width: 280px; height: 25px;"></div>	Address	<div style="border: 1px solid black; width: 360px; height: 25px;"></div>
Relationship	<div style="border: 1px solid black; width: 100px; height: 50px;"></div>	Dated	<u>Sept. 7, 1943</u>

Very truly yours,


Special Agent

0 SEP 23 1943

ack 9-22-43 SR

September 21, 1943

~~PERSONAL AND CONFIDENTIAL~~

Mr. Willard Leon Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on September 13, 1943. This report reflects the following physical defects:

Defective vision in the right eye 20/20-2 - left eye 20/30-2; corrected to 20/20-1 in the right eye and 20/20-2 in the left eye.

The Board of Examining Physicians makes the following recommendations:

Vaccination for smallpox.
Inoculation for tetanus.
Inoculation for typhoid.

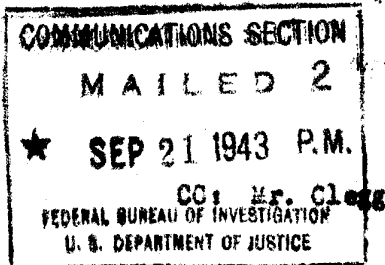
It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your information, it was determined during this examination that your blood is International Type "O".

Sincerely yours,

E. Hoover

John Edgar Hoover
Director



0 SEP 23 1943

[Handwritten signature]

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME Willard Cleon Skousen AGE 30 YEARS, 8 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: married NUMBER OF CHILDREN 2
FAMILY HISTORY none

HISTORY OF ILLNESS OR INJURY 2 days sick leave

HEAD AND FACE n

EYES: PUPILS (size, shape, reaction to light and distance, etc.) 3 t a week. gym

DISTANT VISION RT. 20/ 20-2, corrected to 20/ 20-1 victory garden

LT. 20/ 30-2, corrected to 20/ 20-2

COLOR PERCEPTION normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS n

EARS: HEARING RT. WHISPERED VOICE 15 /15'

CONVERSATIONAL SPEECH 15 /15'

LT. WHISPERED VOICE 15 /15'

CONVERSATIONAL SPEECH 15 /15'

DISEASE OR DEFECTS n

NOSE n

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES n

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS n

TEETH AND GUMS (disease or anatomical defect): Slight malocclusion

MISSING TEETH 6, 10, 19

NONVITAL TEETH none

PERIAPICAL DISEASE none

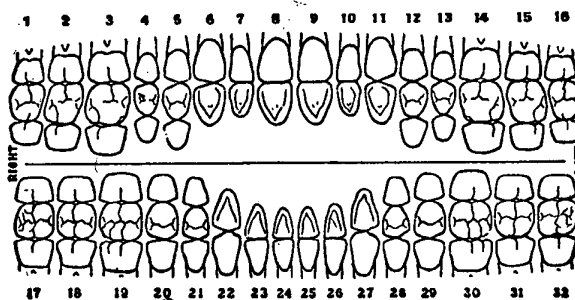
MARKED MALOCCLUSION no

PYORRHEA ALVEOLARIS none

TEETH REPLACED BY BRIDGES none

DENTURES none

REMARKS



M. B. Jones

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE healthy

TEMPERATURE 98.0

HEIGHT 68 1/2

WEIGHT 153 1/2

CHEST AT EXPIRATION 33 1/2

CHEST AT INSPIRATION 37

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 33

RECENT GAIN OR LOSS, AMOUNT AND CAUSE no change

SKIN, HAIR, AND GLANDS n

NECK (abnormalities, thyroid gland, trachea, larynx) n

SPINE AND EXTREMITIES (bones, joints, muscles, feet) n

THORAX (size, shape, movement, rib cage, mediastinum) n
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. negative chest

CARDIO-VASCULAR SYSTEM n
HEART (note all signs of cardiac involvement) n

PULSE: BEFORE EXERCISE 76 BLOOD PRESSURE: SYSTOLIC 103
AFTER EXERCISE 120 DIASTOLIC 60
THREE MINUTES AFTER 30

CONDITION OF ARTERIES n CHARACTER OF PULSE n
CONDITION OF VEINS n HEMORRHOIDS n

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) n

GENITO-URINARY SYSTEM n
URINALYSIS: SP. GR. 1.020 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE n

NERVOUS SYSTEM n
(organic or functional disorders)
ROMBERG n INCOORDINATION (gait, speech) n
REFLEXES, SUPERFICIAL n DEEP (knee, ankle, elbow) n TREMORS n
SEROLOGICAL TESTS negative BLOOD TYPE O
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) n

SMALLPOX VACCINATION: DATE OF LAST VACCINATION none in five years

TYPHOID PROPHYLAXIS: NUMBER OF COURSES " " " "

DATE OF LAST COURSE tet toxoid 0

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

SUMMARY OF DEFECTS none

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)

TYPHOID & SMALLPOX PROPHYLAXIS
TETANUS TOXOID

BENJAMIN V. WHITE

DATE OF EXAMINATION 9-13-43

LT. (MC) U.S.N.R.

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 2, 1943

MEMORANDUM FOR THE DIRECTOR:

*SWILLARD
CBE*

Special Agent Leon Skousen was made available to the Staff of the House Appropriations Committee to conduct a survey and inquiry into the central switchboard and teletype facilities operated by the Central Administrative Services of the Office for Emergency Management for the use of the various war agencies.

Mr. Skousen made a very complete survey of these facilities and by reason of his experience in such matters in connection with his regular Bureau assignment, he was able to be of very definite assistance to the Committee. His findings have been set out in a concise report and his services in this connection can be considered entirely satisfactory.

I thought you would like to know of the above matter and furthermore should be advised that in the course of the inquiry it is felt that information received by Mr. Skousen through observation and otherwise may be of very definite assistance to him in his supervision of like facilities in the Bureau.

Respectfully,

Robert F. Laughlin
Robert F. Laughlin

CC-287

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Coffey	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Carson	
Mr. Harbo	
Mr. Hendon	
Mr. McGuire	
Mr. Mumford	
Mr. Piper	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	





Federal Bureau of Investigation
United States Department of Justice



IN REPLY, PLEASE REFER TO .

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to December 18, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name Jewel Pitcher Skousen Address 514 N. Oak St. Falls Church, Va.
Relationship Wife Dated 12-2-43

Very truly yours,

J. Skousen
Special Agent

*ack. 12-4-43
mjt*

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

December 11, 1943

MEMORANDUM FOR MR. NICHOLS

Re: W. Cleon Skousen
Name change on payroll record

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin ✓ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Piper _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

Since entering the Bureau the writer's name has been carried on the payroll record as Willard C. Skousen. Inasmuch as I have always used my middle name rather than the first, it is requested that the official records of the Bureau and the Department be changed to reflect the writer's name as W. Cleon Skousen.

Respectfully,

W. Cleon Skousen
W. Cleon Skousen



*W. Cleon Skousen
12/17*

130

*Thurs
12/16/43*

URGENT

CC-150

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

WWW:EH

JANUARY 5, 1944

To: COMMUNICATIONS SECTION.

LOCAL BOARD NUMBER 152
Transmit the following message to:
SELECTIVE SERVICE SYSTEM
490 COURT STREET
SAN BERNARDINO, CALIFORNIA

RE SELECTIVE SERVICE CASE OF SPECIAL AGENT W. CLEON SMOUSEN, ORDER NUMBER ONE FIVE NINE SIX. SMOUSEN EMPLOYED IN KEY POSITION, IMPOSSIBLE TO REPLACE HIM. UNDER EXECUTIVE ORDER NINE THREE NAUGHT NINE, AGENCY COMMITTEE OF THIS BUREAU DESIRES TO REQUEST APPEAL. FORMS 42 AND 42 8 BEING FORWARDED TO YOU IN IMMEDIATE FUTURE, AIR MAIL SPECIAL DELIVERY. LETTER FOLLOWS.

**JOHN EDGAR HOOVER, DIRECTOR
FEDERAL BUREAU OF INVESTIGATION**

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WESTERN UNION

SENT VIA _____

7-237 M

Per _____

Ho.

January 6, 1944

Local Board Number 152
Selective Service System
400 Court Street
San Bernardino, California

RE: W. CLEON SKOUSEN
Order Number 1804

Gentlemen:

The Review Committee of the War Relocation Commission, established under the provisions of Executive Order 9800, has determined the position of Special Agent held by Mr. Skousen to be a key position within the meaning of said Executive Order. You will recall that deferment was previously requested for this registrant by reason of his position. However, you have recently placed him in Class I-A.

The Agency Committee of this Bureau, which has been established in accordance with the provisions of Executive Order 9800, recommends that the attached Forms 42 and 42-B be forwarded to you requesting occupational deferment on behalf of Mr. Skousen.

In view of the fact that Mr. Skousen occupies a key position and as it is not possible at this time to secure a replacement for him, it is requested that you consider this letter as a formal request for an appeal.

The principal place of employment of this registrant is Headquarters, Washington, D. C.

Sincerely yours,

John Edgar Hoover
Director

JAN 7 1944

Enclosure

Air Mail

Special Delivery

Registered

Return Receipt Requested

cc-Review Committee, War Relocation Commission /

CC-Mr. Nichols

CC-SAC, Los Angeles: You are requested to follow this case closely and keep the Bureau advised as to the results.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Carbo
London
Ford
Wick
Tamm

W. CLEON SKOUSEN

1596

30

152

San Bernardino

San Bernardino

California

Mr. Skousen is a Special Agent and as such holds a key position as designated by the Review Committee of the War Manpower Commission within the meaning of Executive Order 9309. The performance of his duties is essential and critical to the execution of the work assigned by law and Executive Directive to the Federal Bureau of Investigation.

To the Federal Bureau of Investigation is assigned the responsibility of investigating all acts of espionage, sabotage and all actions tending to undermine the internal security of the nation. We must also investigate and enforce all those federal statutes assigned to the investigative jurisdiction of this Bureau such as: bank robbery, kidnaping, interference with the interstate transportation of goods, National Stolen Property Act, White Slave Traffic Act, etc., the enforcement of which is necessary to the preservation of the national health, safety and interest.

To carry on this work it is necessary to maintain a corps of trained investigators. Mr. Skousen is such a trained investigator. In the attached Form 42 further information relative to Mr. Skousen is set forth.

J. Edgar Hoover

Washington, D. C.

6th

January

44

Notary Public

ALTIMORE INVESTMENT RECORD

AGENCY COMMITTEE
FEDERAL BUREAU OF INVESTIGATION

	W.	CLEON	SKOUSEN
1596		January	20 1913 30
152	San Bernardino	San Bernardino	California

Special Agent

XX

U. S. Department of Justice

Federal Bureau of Investigation

See attachment. Mr. Skousen is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

June 17, 1940	Can be contacted through	
	FBI Headquarters	4600
	Washington, D. C.	
8	5	8 2

FBI	Washington, D. C.	10-24-35 6-16-40	Chief, Comm. Section	\$2100
Agriculture Dept.	Washington, D. C.	7-1935 10-1935	Clerk Auditor	1620

Geo. Washington Univ. Washington, D. C. 1935-40 Yes LL.B. Law

See attachment

S-A 5-1941 LE
S-B 3-24-43 LE

Yes

June 7, 1943

See attachment

See attachment

See attachment

Approximately

4800

150

80

None

See attachment

See attachment

Clyde A. Tolson

XXXXXXX

XXXXXXX

January 6, 1944

SPECIAL AGENTS

This position has been designated as a key position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-three and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic rules and regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is dropped from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The average work week for a Special Agent of the Federal Bureau of Investigation is no less than seventy hours. The work of a Special Agent, regardless of his particular qualification, is such that he cannot lead a sedentary or well regulated life. Due to the small number of Special Agents of the Federal Bureau of Investigation presently handling the work under the jurisdiction of the Federal Bureau of Investigation within and without the continental United States, it is necessary that the entire staff be highly mobile.

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment, technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort.

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agents that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent positions of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today. Up to the present time the full complement of Special Agent personnel has not been secured and every effort is being made to secure the necessary additional Special Agent personnel.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 6th day of January, 19 44.

Notary Public

JOHN EDGAR HOOVER
DIRECTOR



RHH:JD

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

January 11, 1944

MEMORANDUM FOR MR. CLEGG

RE: W. CLEON SKOUSEN

SUBJECT: WHAT HAPPENS TO OUTGOING MAIL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

Based on observations made by representatives of the Training Division during the past year, Mr. Skousen is considered a better than average lecturer. He presents a well groomed appearance on the platform, has perfect command of his subject matter, speaks in a sufficiently loud tone of voice, has a good platform vocabulary, and holds interest. He has a good sense of humor and keeps the class in excellent spirits and receptive mood.

Respectfully,


R. H. Hicks




Federal Bureau of Investigation
United States Department of Justice
Los Angeles, 13, California
January 21, 1944

Director, FBI

Re: W. CLEON SKOUSEN, SPECIAL AGENT
SELECTIVE SERVICE STATUS

Dear Sir:

This is to advise that on January 12, 1944, the
above individual was classified ~~1-A~~ until July 6, 1944, by Loc-
al Draft Board No. 152, San Bernardino, California.

Very truly yours,

R. B. HOOD,
SAC



HCD Mec
67-4616

*noted
1/21/44*

5 FEB 22

[Handwritten signature]

[Handwritten initials and stamps]

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 152 91
San Bernardino County 071
JAN 21 1944 152
490 Court Street
San Bernardino, California

(Local Board Date Stamp With Code)

1-21-44

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

Willard Cleon Skousen 135
(First name) (Middle name) (Last name)

Order No. 1596 has been classified in Class 2-A

until 7-6-44, 19____
(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

2 FEB 2 1944

2-A

6 FEB 2 1944

FREE FILE

[Handwritten signature]

(See other side)

(Member or clerk of local board) c6-16-37588-1

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

FEDERAL BUREAU OF INVESTIGATION

Administrative Promotions

Prepared by
Checked by
Initialed by:

Date

December 29, 1943

(See attached list)

Appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

X place copy in each name file

PRESENT STATUS

1. Title:

2. Grade:

3. Salary:

4. Seat of Government:
Field: ☐

5. Division:

6. Appropriation:

PROPOSED ACTION

7. Title:

8. Grade:

9. Salary:

10. Seat of Government:
Field: ☐

11. Division:

12. Appropriation:

"Salaries and Expenses, FBI"
(National Defense)

13. Effective:

January 1, 1944

14. Position:

Additional: ☐
Vice:
Identical:

15. Remarks:

See attached list of employees to be promoted under the Automatic Promotion Bill, Public Law 600.

Respectfully submitted,

044-144

cc-Chief, Audit Section
cc-600, Selective Service

Director, Federal Bureau of Investigation

COMMUNICATIONS SECTION

MAILED 7

DEC 29 1943 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Tolson
L. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Quinn Tamm
Nease
Gandy

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

February 12, 1944

MEMORANDUM FOR MR. NICHOLS *ym*

Re: W. Cleon Skousen
Selective Service status

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Piper _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The writer has just received a notice from Local Board
Number 152, San Bernardino, California, to the effect that the
writer has been classified in 2A until July 6, 1944.

Respectfully,

W. Cleon Skousen
W. Cleon Skousen *sf*

1 FEB 16 1944



noted
Wm J

50
file
sf/ef

NPC:val

March 21, 1944

MEMORANDUM FOR MR. NICHOLS

In accordance with the Bureau's recently inaugurated policy of permitting Special Agent Supervisors assigned at the Seat of Government to perform field investigative work for a period of two weeks, you should instruct the following Special Agent assigned to your division to report to the Special Agent in Charge of the Washington Field Office at 8:30 A.M. on March 27, 1944, for two weeks' investigative assignment:

Special Agent W. C. Skougan

The Bureau is notifying the Special Agent in Charge at the Washington Field Office to place this Special Agent on both national defense and regular investigative work during this two week period.

Very truly yours,

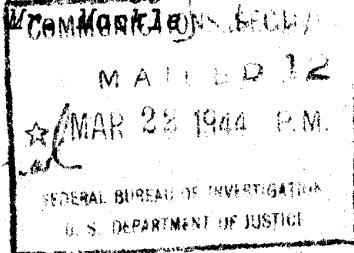
John Edgar Hoover
Director

67-69602-137

57

5 MAR 23 1944

CC - Mr. Glavin
Mr. Clegg



Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

RECEIVED
MAR 20 4 14 PM '44

NPC:val

March 22, 1944

~~PERSONAL AND CONFIDENTIAL~~

Mr. G. Hottel
Federal Bureau of Investigation
U. S. Department of Justice
1435-37 K Street, Northwest
Washington 25, D. C.

Dear Mr. Hottel:

Reference is made to my personal and confidential communication to you of September 22, 1943, wherein you were advised that certain Special Agents presently assigned to the Seat of Government in Supervisory positions would be assigned to your office for a period of two weeks to handle regular investigative matters.

The following Special Agent will report to your office at 8:30 A.M., Monday, March 27, 1944, for such assignment:

W. C. Skousen

It is desired that in the assignments made to this Special Agent he be assigned to national defense cases during the first week of his assignment and to regular investigative cases during the last week of his assignment. Cases should be assigned to this Agent prior to his arrival at your office and necessary files and serials should be available immediately so that there will be no time lost in starting his investigations.

Sincerely, *John Edgar Hoover*

John Edgar Hoover
Director

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

COMMUNICATIONS SECTION
MAR 22 4 15 PM '44
RECEIVED READING ROOM
MAR 22 1944
cc - Mr. Glavin
Mr. Clegg
Mr. Mackie
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

U. S. DEPT. OF JUSTICE

25

MED

March 31, 1944

Mr. W. Cleon Skonsen
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

The failure of one of the employees of the Mail Review and Dispatch Unit to carry out specific instructions in connection with the mailing of a letter which was to receive special handling in the Washington Field Office has been brought to my attention. As you know, this error has resulted in considerable embarrassment to the Bureau and it is considered that the matter reflects upon the administration of your office. It is desired that such steps as may be necessary be immediately taken in order to prevent a recurrence of a similar nature.

Very truly yours,

John Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Nichols (Personal and Confidential)

67-69602-139

RECEIVED
MAR 31 1944
FEDERAL BUREAU OF INVESTIGATION

Number 4

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
April 8, 1944

GH:VIM

PERSONAL AND CONFIDENTIAL

Director, FBI

RE: W. CLEON SKOUSEN
SPECIAL AGENT

Dear Sir:

During the week beginning March 27, 1944, Special Agent SKOUSEN was assigned to general investigations in the Washington Field Division and on these assignments, he indicated a good knowledge of the Bureau's work. His industry, application of time and energy to his duties and enthusiasm were above average. He produced a very good volume of work which required only an average amount of supervision. He indicated good judgment in making decisions in the handling of his investigations.

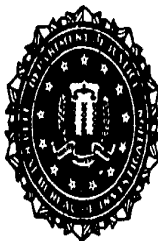
This Agent, during the second week of his assignment to this office, was engaged in security matter investigations, spending one day of the week in the operation of a technical surveillance. Agent SKOUSEN handled his duties in an enthusiastic manner, was alert, needed little supervision and apparently is well versed in the Bureau's work. He appeared energetic, resourceful and aggressive.

His work altogether while in this office was entirely satisfactory.

Very truly yours,

Guy Hotel
GUY HOTTEL
SAC

Initials



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund subsequent to April 15, 1944, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name Jewel Skousen Address 514 N. Oak Falls Church, Va.
Relationship wife Dated 4-13-44

Very truly yours,

Jewel Skousen
Special Agent

ack. 4-15-44
with

files
with

REPORT OF EFFICIENCY RATING

REGULAR () ; INTER ()
PROBATIONARY-1ST () 2D ()

Classification Symbols

(Service) (Grade) (Class)

As of 4/1/44 based on performance during period from 4/1/43 to 3/31/44
J. Cleon Skousen Special Agent FBI caf-12 4600
(Name of employee) (Title of position) (Bureau)
Div Records & Comms Mail, Review & Dispatch Chief
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
✓ if adequate		
- if weak		
+ if outstanding		
_____ (1) Maintenance of equipment, tools, instruments.	_____ (21) Effectiveness in planning broad programs.	
_____ (2) Mechanical skill.	_____ (22) Effectiveness in adapting the work program to broader or related programs.	
_____ (3) Skill in the application of techniques and procedures.	_____ (23) Effectiveness in devising procedures.	
_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).	_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.	
_____ (5) Attention to broad phases of assignments.	_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.	
_____ (6) Attention to pertinent detail.	_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.	
_____ (7) Accuracy of operations.	_____ (27) Effectiveness in promoting high working morale.	
_____ (8) Accuracy of final results.	_____ (28) Effectiveness in determining space, personnel, and equipment needs.	
_____ (9) Accuracy of judgments or decisions.	_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.	
_____ (10) Effectiveness in presenting ideas or facts.	_____ (30) Ability to make decisions.	
_____ (11) Industry.	_____ (31) Effectiveness in delegating clearly defined authority to act.	
_____ (12) Rate of progress on or completion of assignments.		
_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)		
_____ (14) Ability to organize his work.		
_____ (15) Effectiveness in meeting and dealing with others.		
_____ (16) Cooperativeness.		
_____ (17) Initiative.		
_____ (18) Resourcefulness.		
_____ (19) Dependability.		
_____ (20) Physical fitness for the work.		

STATE ANY OTHER ELEMENTS CONSIDERED.

_____ (A) _____
_____ (B) _____
_____ (C) _____

STANDARD

Deviations must be explained on reverse side of this form

All underlined elements marked plus, and no element marked minus
A majority of underlined elements marked plus, and no element marked minus
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks
A majority of underlined elements marked minus

Adjective rating	Numerical rating
Excellent	1
Very good	2 or 3
Good	4, 5, or 6
Fair	7 or 8
Unsatisfactory	9

Adjective rating
Numerical rating
Rating Excellent
official
4 MAY 3 1944
Reviewing official

On the whole, do you consider the conduct of this employee to be satisfactory? _____ (See back of form)
(Yes or no)

Rated by J. B. Nichols Assistant Director 4/25/44
(Signature of rating official) (Title) (Date)
Reviewed by J. B. Nichols Assistant Director 4/25/44
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee 4-29-44 M.B.T.
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

WILLARD CLEON SKOUSEN

SPECIAL AGENT

Entered on duty	Oct. 24, 1935 - clerk
	June 20, 1940 - agent
Salary	\$4,600
Age	31
Is an attorney	LL.B. D.C. Bar
Married - two children	
Wife not employed	
Office of preference	Washington
Here since	March, 1941
Badge, commission card and gun	Satisfactory
Test #7	97.50

SAC HOTTEL:

This agent is assigned temporarily to the Washington Field on a special assignment.

INSPECTOR EGAN:

This agent presents an average appearance; he is intelligent, willing, interested, and far above average. I believe he has administrative ability.

Inspection - Washington Field
March 20 - April 1, 1944
Inspector J.S. Egan

10 MAY 2 1944
RECORDED

WMT:CC

RECEIVED

ASSIGNED TO:
Washington, D. C.

1888

31

162

San Bernardino

San Bernardino California

OCCUPATION:

The above-named registrant is a Special Agent of the Federal Bureau of Investigation and holds a key position within the meaning of Executive Order 9309.

It is requested that the above-named registrant, who is employed by an agency in or under the Federal Government, be classified in Class II-A or Class II-B by reason of the fact that he is regularly engaged in an activity in support of the national health, safety, or interest, or an activity in war production, and is 30 years of age or over; or has been found disqualified for any military service; or qualified for limited military service only.

Registrant's status:

- ☒ Registrant has reached his 30th birthday
- ☐ Registrant has been found disqualified for any military service
- ☐ Registrant has been found qualified for limited military service only

Agency Stamp:

AUTHORIZED
GOVERNMENT REQUEST
U. S. DEPARTMENT OF JUSTICE
F. B. I. REGIONAL OFFICE
U. S. DEPARTMENT OF JUSTICE
WASHINGTON

6-17-44

J. Edgar Hoover

Date

Clyde A. Tolson, Chairman

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Tracy
Harbo
Mohr
Winterrowd

17th

COMMUNICATIONS SECTION

MAILED 15

JUN 17 1944 P.M.

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

Mr. Tolson

67-696-141

Washington, D. C.

Subj: 50

JUN 19 1944

14

17

17

17

Notary Public

**Federal Bureau of Investigation
United States Department of Justice**

Birmingham, Alabama
June 22, 1944

~~CONFIDENTIAL~~

Director, FBI

RE: ROTARY CLUB
BIRMINGHAM, ALABAMA
SPEAKING ENGAGEMENTS

Dear Sir:

In line with previous arrangements, of which the Bureau is aware, Special Agent W. C. SKOUSEN of the Bureau addressed the Rotary Club on the Bureau's work at the Tutwiler Hotel following a luncheon meeting, which began at 12:15 P.M., June 21st. Both Assistant Special Agent in Charge Henry A. Snow and I were invited to be present at the meeting, and I was called upon to introduce Mr. Skousen. There were approximately 250 persons present, it being apparent that all seats in the rather large dining room were filled. Mr. Skousen, in my opinion and that of a number of prominent Birmingham citizens who spoke about it following the talk, handled the subject in excellent fashion and obviously made a very good impression as a Bureau representative upon the group. The applause following Mr. Skousen's remarks was quite enthusiastic and sustained, which, I was informed by the Program Chairman, HENRY P. JOHNSTON, who extended the original invitation, is somewhat unusual and a clear indication that the talk was enjoyed and appreciated.

I thought the Bureau would want to have the reaction of the membership to Mr. Skousen's remarks.

Very truly yours,

R. J. Abraticchio
R. J. ABRATICCHIO JR.
SAC

RJA:rlg

File
Ben

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 152
San Bernardino County 071
JUL 10 1944
490 Court Street
San Bernardino, California

(Local Board Date Stamp With Code)

7-10-44

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

(First name)

(Middle name)

(Last name)

Order No. 1596 has been classified in Class 2A

until 12-21-44, 19
(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 59
(Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-37588-2

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund subsequent to August 31, 1944, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name Mrs. Jewel Skousen Address 514 North Oak. Falls Ch. Va.
Relationship Wife Dated 7-31-44

Very truly yours,


Special Agent

Handwritten notes:
7-2-44
[illegible]

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (x)
PROBATIONAL or TRIAL PERIOD ()

As of 10-19-44 based on performance during period from 8-1-44 to 10-19-44

W. Cleon Skousen
(Name of employee)

Special Agent, CAF 12, \$4600
(Title of position, service, and grade)

U. S. Department of Justice, FBI, Division Four, Crime Records Section
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
<input checked="" type="checkbox"/> if adequate <input type="checkbox"/> if weak <input type="checkbox"/> if outstanding		

- 1 (1) Maintenance of equipment, tools, instruments.
1 (2) Mechanical skill.
1 (3) Skill in the application of techniques and procedures.
1 (4) Presentability of work (appropriateness of arrangement and appearance of work).
1 (5) Attention to broad phases of assignments.
1 (6) Attention to pertinent detail.
1 (7) Accuracy of operations.
1 (8) Accuracy of final results.
1 (9) Accuracy of judgments or decisions.
1 (10) Effectiveness in presenting ideas or facts.
1 (11) Industry.
1 (12) Rate of progress on or completion of assignments.
1 (13) Amount of acceptable work produced. (Is mark based on production records? no)
1 (14) Ability to organize his work.
1 (15) Effectiveness in meeting and dealing with others.
1 (16) Cooperativeness.
1 (17) Initiative.
1 (18) Resourcefulness.
1 (19) Dependability.
1 (20) Physical fitness for the work.

- 1 (21) Effectiveness in planning broad programs.
1 (22) Effectiveness in adapting the work program to broader or related programs.
1 (23) Effectiveness in devising procedures.
1 (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
1 (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
1 (26) Effectiveness in instructing, training, and developing subordinates in the work.
1 (27) Effectiveness in promoting high working morale.
1 (28) Effectiveness in determining space, personnel, and equipment needs.
1 (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
1 (30) Ability to make decisions.
1 (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
(B) _____
(C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent	Rating official <u>Excellent</u> Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by M. A. Jones Chief, Crime Records 10-19-44
(Signature of rating official) (Title) (Date)

Reviewed by _____ Assistant Director _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

6-17-40

W. CLEON SKOUSEN

Special Agent, EOD June 17, 1940

CAF 12, \$4600

Assigned - Crime Records

Mr. Skousen has been assigned to the Crime Records Section since August 1, 1944, and this report is being submitted in view of the completion of sixty days of work.

Mr. Skousen has a very good appearance and an outstanding personality. He is thoroughly experienced in all phases of the Bureau work and has had considerable experience in the handling of personnel. Since his assignment in Crime Records he has had general supervision over the preparation of "FBI This Week" and "The Investigator," and has done a very good job on each. At the present time he is being quite successful in improving each publication and in creating additional interest in the magazines on the part of Bureau personnel.

In the past several weeks Special Agent Skousen has handled several assignments involving original writing and has done a uniformly good job on each. He has also handled a number of very special tours in a very credible manner. He has likewise filled several speaking engagements and the response from each has been uniformly good. He is without doubt one of the Bureau's outstanding speakers.

Mr. Skousen is an outstanding Bureau salesman and I feel would do a credible job in almost any capacity. I feel that at the present time he would be able to function satisfactorily as an Assistant Special Agent in Charge in a small or medium sized office. He is a valuable asset to Crime Records and on the basis of his work thus far I feel he is entitled to a rating of Excellent.

6-17-40 144

W. CLEON SKOUSEN

ASSIGNED TO: WASHINGTON, D. C.

1596

(51) January 30, 1913

152

San Bernardino

San Bernardino California

OCCUPATION Mr. Skousen is a Special Agent of the Federal Bureau of Investigation and holds a key position within the meaning of Executive Order 9309.

It is requested that the above-named registrant, who is employed by an agency in or under the Federal Government, be classified in Class II-A or Class II-B by reason of the fact that he is regularly engaged in an activity in support of the national health, safety, or interest, or an activity in war production, and is 30 years of age or over; or has been found disqualified for any military service; or qualified for limited military service only.

Registrant's status:

XXX Registrant has reached his 30th birthday

 Registrant has been found disqualified for any military service

 Registrant has been found qualified for limited military service only

Agency Stamp:

F.B.I.
U. S.

11-28-44

Date

Clyde H. Tolson, Chairman

J. Edgar Hoover

RECEIVED
NOV 28 1944
FBI
WASHINGTON

28th

Washington, D. C.

1 DEC

November

44

RECEIVED-WVIF
CBI

NOV 30 11 10 AM '44

Notary Public

cc- Review Committee, War Manpower Commission

1-69602-145

[Handwritten signature]

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 1-2 91
San Bernardino County 071
DEC 16 1944
490 Court Street
San Bernardino California

(Local Board Date Stamp With Code)

Dec. 16, 1944

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

Willard

Cleon

Skousen

(First name)

(Middle name)

(Last name)

Order No. 1596 has been classified in Class 2-A

until 5-28-45, 19

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 59
(Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-37588-2

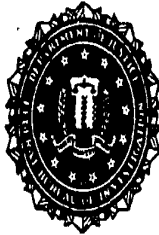
Appeal Procedure

Any person entitled to do so may take an appeal to the board or appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 10, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~CHECK - MONEY ORDER~~ *Cash*) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Address
Relationship Dated 2-10-44

b6
b7C

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Address
Relationship Dated 2-10-44

Very truly yours,

[Signature]
Special Agent

Office Memorandum • UNITED STATES GOVERNMENT

LBN:HEM

TO : MR. TOLSON

DATE: February 15, 1945

FROM : L. B. NICHOLS

SUBJECT: W. CLEON SKOUSEN, SPECIAL AGENT

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	✓
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

As you know, Agent Skousen has been used on speaking engagements in numerous instances in the past. He has always made a very favorable impression, and the reaction to his speeches has been above average.

A few weeks ago, at the invitation of Bill Hackett, the secretary to Congressman Crawford, Mr. Skousen addressed a PTA meeting. Several members of the Seventh Day Adventist Colony at Takoma Park attended this meeting.

This morning Hackett told me that there has been universally fine comment among the Seventh Day Adventists, and a group has approached him to see if there would be any possibility of getting Mr. Skousen some time within the next month or so to speak on juvenile delinquency at a meeting of their school teachers, preachers, parents, etc. In fact, they even discussed with Hackett Mr. Skousen's religious background and the possibility of getting him away from the Bureau into the ministry.

I think that this is a very fine compliment which has been extended to the Bureau and one of its representatives.

4 line,
d.

Suggest letters
of commendation
JPN

Letter prep
3/14/45
mla

RE FEB 23 1945

147

ANNUAL
REPORT OF
EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 3-31-45 based on performance during period from 4-1-44 to 3-31-45

W. Cleon Skousen
(Name of employee)

Special Agent, CAF 12, \$4600
(Title of position, service, and grade)

U. S. Department of Justice, FBI, Division Four, Crime Records Section
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---------------------------------	---	---

- ____ (1) Maintenance of equipment, tools, instruments.
____ (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? no) (Yes or no)
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

- + (21) Effectiveness in planning broad programs.
____ (22) Effectiveness in adapting the work program to broader or related programs.
____ (23) Effectiveness in devising procedures.
+ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
+ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
+ (26) Effectiveness in instructing, training, and developing subordinates in the work.
+ (27) Effectiveness in promoting high working morale.
____ (28) Effectiveness in determining space, personnel, and equipment needs.
____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
+ (30) Ability to make decisions.
+ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Rating official <u>Excellent</u> <u>X</u>
Plus marks on all underlined elements, and no minus marks	Excellent	Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by W. J. Jones Chief, Crime Records 3-31-45
(Signature of rating official) (Title) (Date)

Reviewed by _____ Assistant Director _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

W. CLEON SKOUSEN
Special Agent, CAF 12, \$4600
EOD - June 17, 1940
Assigned - Crime Records

By
2-2-43 12 43 10
Special Agent Skousen has been assigned to the Crime Records Section since August 1, 1944, and prior to that time was in charge of the Communications Section. Agent Skousen has an excellent appearance, a winning personality and an abundance of enthusiasm. He has had general supervision over The Investigator and FBI This Week since his assignment in the Section and has done an outstanding job on each. The Investigator has been made considerably more appealing to Bureau employees and FBI This Week has been changed so that it is more readable and much more interesting than it was in the past. He has developed two of the girls of the Section to the point where they can handle much of the work on these two publications.

Agent Skousen is one of the best speakers in the Bureau and has given a number of speeches in Washington and vicinity during the past year. Frequently he has been invited for other speeches by those who were present at a particular meeting. He has given quite a number of lectures before Bureau employees and has handled all of these in a uniformly good manner. In addition he has taken quite a number of special visitors through the Bureau on tours and his work in this regard is outstanding.

During the year Special Agent Skousen has done considerable research and original writing. He recently did outstanding work in his memorandum summarizing the growth and development of the Bureau. He has a very good style and his articles have been very well prepared.

Agent Skousen is well versed in the Bureau's work and really has the FBI at heart. He has made a most valuable contribution to the Crime Records Section and I feel he should be kept in mind for possible advancement in the future. Without doubt he could serve creditably at the present time as an Assistant SAC in a small office. He was recently commended by the Director in connection with a speech before a local PTA. His work should be rated as Excellent.

pam

April 7, 1945

Mr. W. Cleon Skousen
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Skousen:

Mr. Nichols has informed me of your illness and that a transfer to the Los Angeles Field Division would be helpful to you. The necessary instructions have been issued transferring you from Washington, D. C., to Los Angeles, California.

It is my sincere hope that your assignment in this new locality will prove beneficial to you, and will assist in restoring you to normal good health.

I should like to take this opportunity to tell you how much your splendid work at the Seat of Government has been appreciated.

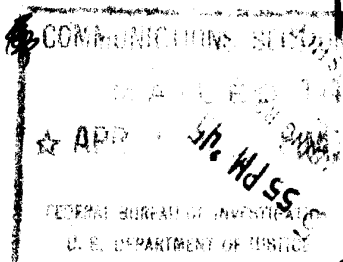
With kind personal regards,

Sincerely,

J. Edgar Hoover

CC: Mr. Nichols (P&C)

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



RECEIVED-IVN

pam

Office Memorandum • UNITED STATES GOVERNMENT

LBN:HEM

TO : MR. TOLSON

DATE: April 6, 1945

FROM : L. B. NICHOLS
W. C. Skousen (M)
 SUBJECT: W. C. SKOUSEN, Special Agent
 Assigned - Crime Records Section
 CAF-2, \$4600
 E.O.D. - 6/17/40 *JH - Jan 1940*

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

Mr. Skousen entered the Bureau's service as a messenger on December 24, 1935, and as an Agent on June 17, 1940. He was assigned to the field from August 6, 1940, until April 4, 1941, when our Communications Section bogged down and we brought him in to head it up. Later on he was in charge of the Messenger Room, the Mail Room, the Reading Room, and served as personnel assistant in the Records and Communications Division. His services were outstanding. In reducing the number of supervisors his work was absorbed, and he was transferred to the Crime Records Section where he has done an exceptionally good piece of work.

Recently Mr. Skousen has been ill, and he now informs me that he has stomach ulcers, and the doctors have insisted that he ease up a little. Mr. Skousen is extremely conscientious and works under considerable nervous tension when he has things that have to be done. He is one of the best speakers in the Bureau. He is thoroughly loyal and thoroughly enthusiastic and has considerable possibilities for continued development. In discussing his personal situation with him I inquired whether he would prefer being returned to a field assignment until he had completely recovered from his ulcers. He stated that he would but that he would never ask for a transfer as it was his desire to do whatever the Bureau wanted him to do.

His home, prior to coming to Washington, was Los Angeles. As a matter of fact, he owns his own home in Los Angeles. Los Angeles is his office of preference. Since he does need additional field experience I would like to recommend that he be transferred to the Los Angeles Office. He will give a good account of himself wherever he is, and since he has always put the Bureau's interests first I have no hesitancy in recommending that he be assigned to the Los Angeles Office. His summary is attached.

Attachment

OR
4-7
4

OK

H.

transfer orders prepared
4-7-45

pan & det

150

B.
Gene

151
67603
April 19, 1945

Mr. A. C. Barnett
Membership Secretary
Young Men's Christian Association
1736 G Street, Northwest
Washington 6, D. C.

Dear Mr. Barnett:

It was a real pleasure to receive your thoughtful letter of April 16, 1945, regarding the talk which Special Agent W. Olsen Skousen gave before the staff conference of the Young Men's Christian Association. I was glad that his address was enjoyed by your associates and by you and if at any time in the future we can be of assistance please do not hesitate to communicate with us.

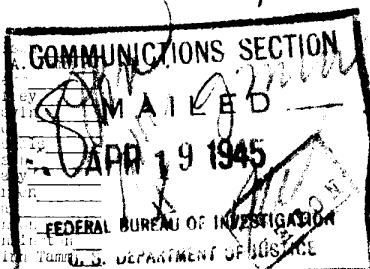
With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

CC - Mr. Skousen

APR 19 3 32 PM '45
RECEIVED-DIRECTOR
F B I
DEPT. OF JUSTICE



Mr. Quinn Tamm
Mr. Nease
Miss Gandy

President, Alfred H. Lawson
First Vice Pres., Dr. Carson P. Frailey

Second Vice Pres., Floyd D. Akers
Treasurer, Lanier P. McLachlen

Assistant Treasurer, E. C. Giddings
Recording Secretary, E. C. Nettleship

General Counsel, Walter M. Bastian
General Secretary, Leonard W. De Gast

CENTRAL BRANCH

R. E. Myers, Executive Secretary

ADDRESS REPLY TO 1736 G ST., N. W., WASHINGTON 6, D. C.

YOUNG MEN'S CHRISTIAN ASSOCIATION

OF THE
CITY OF WASHINGTON

COMMITTEE OF MANAGEMENT

DEPARTMENTS

BOYS WORK

F. Henry Jones, *Chairman*
R. H. Gaber, *Director*

BUSINESS

L. P. McLachlen, *Chairman*
E. S. LaFetra, *Secretary*

DORMITORY

L. T. Breuninger, *Chairman*
F. C. Hillyard, *Secretary*

MEMBERSHIP

Wm. C. Hanson, *Chairman*
E. A. Drumm, *Asso. Secretary*

PHYSICAL EDUCATION

Dr. C. P. Frailey, *Chairman*
R. W. Foster, *Director*

Dr. Chester W. Holmes

Chairman

Randolph G. Bishop

T. J. Frailey

George E. Harris

George T. Heckert

L. Gordon Leech

F. G. Macarow



Don MacDonald

H. E. Manghum

H. B. Niece

Arthur C. Pearson

Kelvin Shivers

Ross H. Snyder

W. C. Woodward

DEPARTMENTS

RELIGIOUS WORK

Wm. N. Payton, *Chairman*
Page McK. Etchison, *Director*

EDUCATIONAL

George A. Lewis, *Chairman*

Southeastern University

Jas. A. Bell, Ph.D., *President*

Woodward School

Leroy J. Maas, *Head Master*

UNITED SERVICE

ORGANIZATION

Irving J. Phillipson,

Chairman

Vesper A. Smith, *Director*

A CENTURY OF SERVICE

April 16, 1945

J. Edgar Hoover, Director
Federal Bureau of Investigation
9th and Pennsylvania Avenue, N. W.
Washington, D. C.

Dear Mr. Hoover:

Mr. Cleon Skousen, Special Agent of the F.B.I., spoke at the Staff Conference of the Y.M.C.A. this morning, at my request. I express the sentiments of the entire staff in informing you that Mr. Skousen gave an excellent talk regarding crime and the ways that the Y.M.C.A. can assist in the prevention of it. I also wish to extend our appreciation to you for allowing such a competent speaker to appear before our staff.

Cordially,

A. C. Barnett

A. C. BARNETT
Membership Secretary

ACE/nb

151

WRG:S

WILLARD CLEON STROUSE

196

January 20, 1913 (32)

152

San Bernardino

San Bernardino

California

Title: Special Agent Annual Salary 15,222.32

Date Employed October 24, 1935 Date Entered Present Position June 17, 1940

Marital Status: Single Married X No. of Children 2

Duties: Attachment

Employment History: F.B.I., Washington, D. C., Chief, Comm. Section - 10/35 to 6/40.
Agriculture Dept., Washington, D. C., Clerk Auditor - 7/35 to 10/35.

Agency Stamp

It is requested that the above-named registrant who is employed by an agency in or under the Federal Government, be classified in Class II-A or II-B by reason of the fact that he is "necessary to and regularly engaged in" an activity in war production or in support of the national health, safety, or interest.

6-20-45
Date

4 APR 26 1945
Federal Bureau of Investigation, U. S. Department of Justice

U. S. Department of Justice Building

Washington

J. Edgar Hoover, Director

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 23 1945

APR 22 1945

War Manpower Commission

W. OLSON SKOUSEN - Special Agent

BOB
Salary
Age
Marital Status
Wife Employed
Number of Children
Attorney
Member of Bar
Unit Employed In
Assigned to Unit
Badge, Commission Card
and Revolver
Office of Preference

October 26, 1935
CAF-12
32
Married
No
3
LL.B.
D. C., 1939
Crime Records Section
August 1, 1944
Satisfactory
Los Angeles

Mr. M. A. Jones:

Special Agent Skousen has been assigned to the Crime Records Section since August 1, 1944, and prior to that time was in charge of the Communications Section. Agent Skousen has an excellent appearance, a winning personality and an abundance of enthusiasm. He has had general supervision over "The Investigator" and "FBI This Week" since his assignment in the Section and has done an outstanding job on each. "The Investigator" has been made considerably more appealing to Bureau employees and "FBI This Week" has been changed so that it is more readable and much more interesting than it was in the past. He has developed two of the girls of the Section to the point where they can handle much of the work on these two publications.

Agent Skousen is one of the best speakers in the Bureau and has given a number of speeches in Washington and vicinity during the past year. Frequently he has been invited for other speeches by those who were present at a particular meeting. He has given quite a number of lectures before Bureau employees and has handled all of these in a uniformly good manner. In addition he has taken quite a number of special visitors through the Bureau on tours and his work in this regard is outstanding.

During the year Special Agent Skousen has done considerable research and original writing. He recently did outstanding work in his memorandum summarizing the growth and development of the Bureau. He has a very good style and his articles have been very well prepared.

Agent Skousen is well versed in the Bureau's work and really has the FBI at heart. He has made a most valuable contribution to the Crime Records Section and I feel he should be kept in mind for possible advancement in the future. Without doubt he could serve credibly at the present time as an Assistant SAC in a small office. He was recently commended by the Director in connection with a speech before a local PTA. His work should be rated as Excellent.

SA J. C. Strickland;

This employee has had considerable experience in the Bureau. He is energetic, ambitious, and appears to possess the ability to use good judgment. He has a thorough knowledge of his work and appears to be above average both in intelligence and ability.

Inspection Report
Crime Records Section
Inspector J. S. Ryan
March 21, to April 4, 1945

Office Memorandum • UNITED STATES GOVERNMENT

TO : CLYDE A. TOLSON

DATE: May 7, 1945

FROM : H. H. CLEGG

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

SPECIAL AGENT W. C. SKOUSEN
IN-SERVICE TRAINING COURSE NO. 56
FROM 4-23-45 TO 5-5-45
EOD - 6-17-40
GRADE - CAF--12
SALARY - \$4600
ASSIGNED TO - DIVISION FOUR

MOOT COURT TRAINING

ABILITY TO TESTIFY:

QUALIFIED X

NOT QUALIFIED _____

PHYSICAL EXAMINATION AFFORDED: Yes

GRADES ATTAINED:

NOTEBOOK - Very Good
WRITTEN EXAMINATION - 98

HIP SHOOTING - 94
PRACTICAL PISTOL COURSE - 92
SHOTGUN - 90
.30 RIFLE - 90
MACHINE GUN - 95
GENERAL FIREARMS ABILITY - Very Good

TECHNICAL EQUIPMENT QUALIFICATIONS:

Good

REMARKS: An excellent appearance. Skousen is mature. He testified in a most satisfactory manner on both direct and cross-examination. He was entirely at ease and made an excellent witness.

G. H. Treadwell

INSTRUCTOR

The Firearms Instructor reports that this Agent has a very good knowledge of weapons, is average in demeanor, interested, tries hard, does his share of work, is attentive strict in observance of safety rules, deliberate; and very good in marksmanship, general ability, and knack and skill. He is qualified to go on Rains and Special Details.

REMARKS: Interviewing official - L. A. Hince

Skousen makes an excellent appearance and has a very pleasant, confident personality. He expressed appreciation for being permitted to attend In-Service School and stated that it was a great improvement over schools he had previously attended. Skousen also pointed out that he was very appreciative for the transfer to Los Angeles which was recently given to him.

I think Skousen has undoubted supervisory ability. He has particularly good qualifications as a speaker. I think we should be able to use him in police school assignments at Los Angeles when his physical condition improves.

Status: Excellent

153
H. H. Clegg

Office Memorandum • UNITED STATES GOVERNMENT

EPM:BG

TO : MR. TOLSON

FROM : H. H. CLEGG ✓

SUBJECT: W. CLEON SKOUSEN
SPECIAL AGENT

DATE: May 24, 1945

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

This is to advise that Special Agent W. Cleon Skousen was afforded training as an Inspector's assistant on May 21 and 22, 1945. Mr. Skousen is believed to be qualified to assist in the course of field office inspections.

HHC

67-154

Sent to _____

Received _____

Indexed _____

6 MAY 24 1945

U.S. DEPT. OF JUSTICE

3-
EPM

LAH:MAD

May 7, 1945

~~CONFIDENTIAL~~

RE: W. OLSON SKOUSEN
SPECIAL AGENT

Mr. L. B. Nichols
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

The above-named Agent attended an In-Service training course from April 23, to May 5, 1945.

He attained the following grades:

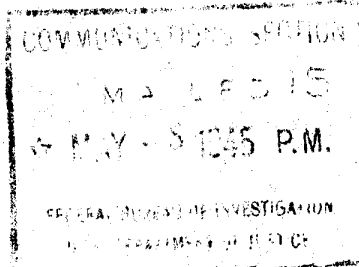
Notebook	Very Good
Written Examination	98
Technical Equipment Qualifications	Good
Hip Shooting	94
Practical Pistol Course	92
Shotgun	90
.30 Rifle	90
Machine Gun	95

Very truly yours,

John Edgar Hoover
Director

cc: W. Cleon Skousen
Division Four

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



MAY 15 4 47 PM '45

JAN 10

W. CLIFTON SKOUSEN
Special Agent, CAF 12, \$4600
EOD - June 17, 1940
Under transfer to Los Angeles

This report is being submitted in view of Special Agent Skousen's transfer to the Los Angeles Office. There has been no change since the preparation of the annual efficiency report on March 31, 1945. The same things contained therein still apply.

Agent Skousen has had the general supervision over "FBI This Week" and "The Investigator" and has handled a number of very special tours and speaking engagements and has done considerable original writing, all of which were handled in a highly satisfactory manner. He definitely has administrative and executive ability and should be kept in mind for further advancement in the Bureau's work. He has had well-grounded experience in the Field and also at the Seat of Government and is thoroughly familiar with all matters pertaining to the Bureau's operation and Bureau policy. He is entitled to a rating of Excellent.

Wm

155

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (x)
PROBATIONAL or TRIAL PERIOD ()

As of 5-26-45 based on performance during period from 4-1-45 to 5-26-45

W. Cleon Skousen Special Agent, CAF 12
(Name of employee) (Title of position, service, and grade)

U. S. Department of Justice, FBI, Division 4, Crime Records Section
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others..... <input type="checkbox"/>
---	--	---

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no))
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) *Effectiveness in planning broad programs.*
- (22) *Effectiveness in adapting the work program to broader or related programs.*
- (23) *Effectiveness in devising procedures.*
- (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
- (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
- (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
- (27) *Effectiveness in promoting high working morale.*
- (28) *Effectiveness in determining space, personnel, and equipment needs.*
- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
- (30) *Ability to make decisions.*
- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD Deviations must be explained on reverse side of this form	Adjective rating Excellent Very good Good Fair Unsatisfactory	Adjective rating Rating official <u>Excellent</u> <u>8</u> Reviewing official -----
--	---	--

Rated by M. A. Jones Chief, Crime Records 5-26-45
(Signature of rating official) (Title) (Date)
Reviewed by ----- Assistant Director 5-26-45
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee ----- Report to employee -----
(Date) (Adjective rating)

**RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE**

NAME W. Cleon Skousen AGE 32 YEARS, 3 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: married NUMBER OF CHILDREN 3
FAMILY HISTORY none

HISTORY OF ILLNESS OR INJURY none

HEAD AND FACE normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) normal

DISTANT VISION RT. 20/12, corrected to 20/20

LT. 20/14, corrected to 20/20

COLOR PERCEPTION normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS none

EARS: HEARING RT. WHISPERED VOICE 15/15' * CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS none

NOSE septal spur

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS normal

TEETH AND GUMS (disease or anatomical defect): normal but crooked

MISSING TEETH 6, 11, 19

NONVITAL TEETH n

PERIAPICAL DISEASE n

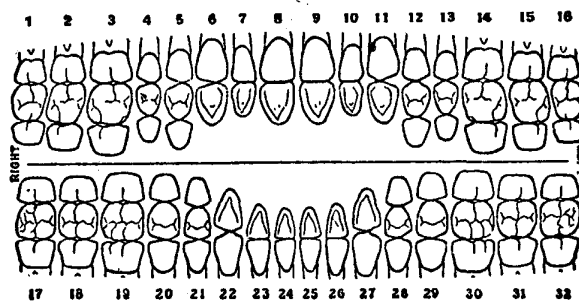
MARKED MALOCCLUSION n

PYORRHEA ALVEOLARIS n

TEETH REPLACED BY BRIDGES n

DENTURES

REMARKS



C. E. Hayden

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE medium

TEMPERATURE 96

CHEST AT EXPIRATION 39

HEIGHT 69

CHEST AT INSPIRATION 35

WEIGHT 162

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 34

RECENT GAIN OR LOSS, AMOUNT AND CAUSE none

SKIN, HAIR, AND GLANDS normal

NECK (abnormalities, thyroid gland, trachea, larynx) normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) no plicnus

THORAX (size, shape, movement, rib cage, mediastinum) n
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. n

CARDIO-VASCULAR SYSTEM n
HEART (note all signs of cardiac involvement) n

PULSE: BEFORE EXERCISE 72 BLOOD PRESSURE: SYSTOLIC 106
AFTER EXERCISE 108 DIASTOLIC 60
THREE MINUTES AFTER 78
CONDITION OF ARTERIES good CHARACTER OF PULSE reg.
CONDITION OF VEINS good HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) normal

GENITO-URINARY SYSTEM normal
URINALYSIS: SP. GR. 1.028 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE none

NERVOUS SYSTEM normal
(organic or functional disorders)
ROMBERG neg. INCOORDINATION (gait, speech) none
REFLEXES, SUPERFICIAL present DEEP (knee, ankle, elbow) present TREMORS none
SEROLOGICAL TESTS negative BLOOD TYPE _____
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) none

SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1930
TYPHOID PROPHYLAXIS: NUMBER OF COURSES 1
DATE OF LAST COURSE 1930

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS none

CAPABLE OF PERFORMING DUTIES INVOLVING full PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____

W. M. Lemke

Lt. Comdr. USNR

DATE OF EXAMINATION 1/27/45

June 15, 1945

~~PERSONAL AND CONFIDENTIAL~~

Mr. W. Gleason Skousen
Federal Bureau of Investigation
900 Security Building
Los Angeles 13, California

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Quantico, Virginia, on April 27, 1945.

This report reflects the following physical defects:

*Defective vision in the right eye 20/40;
left eye 20/30 - corrected to 20/20 in
each eye.
Nasal septal spur*

The Board of Examining Physicians of the United States Naval Hospital recommends that you secure inoculations for *Smallpox, Typhoid, Tetanus*. The Bureau suggests that this be done by you after consultation and with the advice of your family physician. The Bureau is desirous of being advised when this has been done.

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
cc: Mr. Skousen, Los Angeles

R. [illegible]

Office Memorandum • UNITED STATES GOVERNMENT
HLS:kjs

TO : MR. CLEGG *cle*

DATE: May 31, 1945.

FROM : *8* H. L. SLOAN

SUBJECT: W. CLEON SKOUSEN
SPECIAL AGENT
ADMINISTRATIVE FIREARMS TRAINING

This is to advise that the above named Special Agent received
Administrative Firearms Training, at Quantico, Virginia, from May 7-12, 1945.

Based on the performance of the work performed by him, his knowledge
of Bureau guns, courses, Safety Rules, and ability to handle other Agents, it is
recommended that he be authorized to conduct Field Office Firearms Training.

157

[Handwritten signatures and initials at bottom]

JSR:mjb

June 4, 1945

SAC, LOS ANGELES

✓ JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

W. CLEON SKOUSEN, SPECIAL AGENT
ADMINISTRATIVE FIREARMS TRAINING

In confirmation of the firearms status of the above-named Agent, please be advised that he was afforded specialized firearms training at Quantico, Virginia, and is now authorized to conduct field office firearms training.

Handwritten: Done
Signature: [illegible]

Handwritten: JUN 14 1945

Handwritten: 158

Handwritten: 27

Handwritten: JUN 14 1945

Large handwritten mark: 15

Handwritten signature: [illegible]

Handwritten signature: [illegible]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECEIVED - READING ROOM
JUN 4 5 01 PM '45
U. S. DEPT. OF JUSTICE

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 152 91
 San Bernardino County 071
 152
 490 Court Street,
 San Bernardino, California
 (Local Board Date Stamp With Code)

5-30-45
 (Date of mailing of Notice of Classification to Registrant)

You are advised that—

Willard Robert Klausen
 (First name) (Middle name) (Last name)

Order No. 1596 has been classified in Class 246-2-15
 until 10-20-45, 19____
 (Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

DSS Form 59
 (Revised 12-10-43)

LM Daniel
 (See other side) (Member or clerk of local board) 16-37588-2
akw

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

FEDERAL BUREAU OF INVESTIGATION
U S DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 12 1945

TELEMETER

movement
move

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. Egan.....
Mr. Hendon.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....

Robert
Clerk

WASH FROM LOSA12 12 632 P

DIRECTOR FOUTINE

ELSE. SA W. CLEON SKOUSEN ARRIVED LAFO TERRITORY FOUR PM JUNE

FIVE. ON ANNUAL LEAVE UNTIL JUNE TWENTY. IN EMERGENCY NOTIFY

JEWEL PITCHER SKOUSEN, WIFE, ONE THREE NINE FIVE WATERMAN AVENUE

SAN BERNARDINO, CALIFORNIA, ALSO PRESENT ADDRESS

67-69602-160

ROUTED	RECORDED
SEARCHED	INDEXED
SERIALIZED	FILED

JUN 16 1945

FEDERAL BUREAU OF INVESTIGATION

JUN 28 1945

ALP

cc Mr. [unclear]
movement

H. [unclear]
new [unclear]

WIG:sea

June 23, 1945

Local Board Number 152
Selective Service System
400 Court Street
San Bernardino, California

RE: W. CLAREN SKOUSEN
Order Number 1596

Gentlemen:

I want to advise you that the needs of this service make it necessary to transfer Special Agent Skousen to Los Angeles, California.

This information is furnished to you in order that your records will correctly reflect the principal place of employment of this registrant.

Sincerely yours,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COMMUNICATIONS SECTION

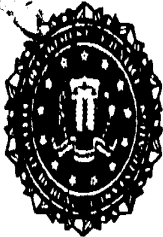
MAILED 15

★ JUN 23 1945 P.M.

CC: SAC - Los Angeles INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

John Edgar Hoover
Director



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 30, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~CHECK~~ ~~MONEY ORDER~~) *Cash* the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name [redacted] Address [redacted]

Relationship [redacted] Dated 6-28-45

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name [redacted] Address [redacted]

Relationship [redacted] Dated 6-28-45

Very truly yours,

ask 7-5-45
W. S. Skousen
Special Agent
W. S. Skousen

DIVISION OF
PRESS INTELLIGENCE
O.W.I.
Tempo V Bldg.

PH. _____

SY. 5

Sun
San Bernardino, Calif
191
DATE Jun 10 1945

F.B.I. Agent to Speak at Saints Church Services

Skousen, Back From Washington, Guest of His Congregation

W. Cleon Skousen, an F.B.I. agent, who has returned to Southern California after eight years in Washington, D. C., will speak tonight at the Latter Day Saints church, Ninth and F streets. The meeting will begin at 7 and is open to the public.

Mr. Skousen, son of Mr. and Mrs. Royal P. Skousen of 1395 Waterman avenue, with whom he



W. CLEON SKOUSEN

and his wife, the former Jewel Pitcher, and their three children, are visiting, has been active in church affairs in the capital, serving as president of the Washington Stake mission. They plan to make San Bernardino their home temporarily.

SERVED CHURCH

Transferred to the west coast by the federal bureau of investigation, Mr Skousen arrived in time to see his youngest brother, Kenneth, graduate from San Bernardino High school, from which he himself graduated 15 years ago. He is the eldest of eight, all of whom graduated from San Bernardino schools, where for 18 years the Skousen family has been represented.

After completing junior college, he made a two and a half year church mission to England and later received his law degree from George Washington university.

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

W. C. Skousen

3-5-45

3-5-45

Henry
Ma

0.5

2004-2005

APR 25 3:09 PM '68
FBI
RECEIVED
U.S. DEPT. OF JUSTICE
RECORDS DIVISION
44-38861-168

W. CLEON SKOUSEN

Special Agent

ENTERED ON DUTY:

October 26, 1935

SALARY:

\$4600

OFFICE PREFERENCE:

Los Angeles

EXAMINATION:

91

SAC HOOD:

The above agent has just been assigned to the Los Angeles Office and there has as yet been no opportunity to observe any of his capabilities.

Inspection Report
Los Angeles Office
SAC Hood
June 28, 1945

W. CLEON SKOUSEN

LOS ANGELES

AUGUST 13, 1945

The following is a special efficiency report on the above-captioned Special Agent.

Since arriving in the Los Angeles Field Division this agent has been assigned to Selective Service investigation, and recently was assigned to a special squad investigating black market activities.

During SKOUSEN's tenure in the Los Angeles Field Division he has performed an average volume of work on his own initiative and requires a very minimum amount of supervision.

From my observations of this agent, he is outstandingly enthusiastic and conscientious concerning his work and is exceedingly loyal to the Bureau. He has a very pleasing manner and makes a favorable impression on first meeting.

The stenographers rate SKOUSEN as excellent in his dictation, stating that he has his work well organized and dictates accurately at a good rate of speed.

This agent is rated as excellent in his grade.

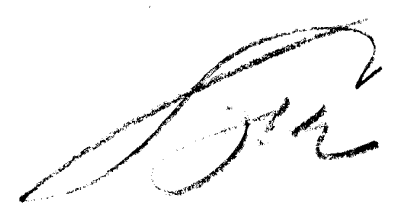

R. B. HOOD

Special Agent in Charge

WCD:CM

12-27-45

163



REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of August 13, 1945 based on performance during period from June 5, 1945 to August 13, 1945

W. CLEON SKOUSEN
(Name of employee)

Special Agent, CAF 12, \$5390
(Title of position, service, and grade)

Federal Bureau of Investigation, Los Angeles

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE:
✓ if adequate		Administrative, supervisory, or planning <input type="checkbox"/>
- if weak		All others <input checked="" type="checkbox"/>
+ if outstanding		

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----)
(Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) *Effectiveness in planning broad programs.*
- (22) *Effectiveness in adapting the work program to broader or related programs.*
- (23) *Effectiveness in devising procedures.*
- (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
- (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
- (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
- (27) *Effectiveness in promoting high working morale.*
- (28) *Effectiveness in determining space, personnel, and equipment needs.*
- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
- (30) *Ability to make decisions.*
- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Adjective rating
Plus marks on all underlined elements, and no minus marks.....	Excellent X	Rating official <u>Excellent</u>
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good	Reviewing official -----
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by [Signature] Special Agent in Charge August 13, 1945
(Signature of rating official) (Title) (Date)

Reviewed by -----
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee ----- Report to employee -----
(Date) (Adjective rating)

Prepared by: *[initials]*
Checked by: *[initials]*
Typed by: *[initials]*

696 *164*
Special Agent in Charge
Los Angeles, California
John Edgar Hoover, Director
Federal Bureau of Investigation
Mr. W. Cleon Skousen
~~CONFIDENTIAL~~

August 31, 1945

~~PERSONAL AND CONFIDENTIAL~~

With reference to your memorandum of August 20, 1945, there is enclosed the field personnel file of Mr. Skousen, who is now assigned to your office. Mr. Skousen is presently in Grade GS-12 with salary at the rate of \$5390 per annum. There is also enclosed a duplicate copy of his property record for your files.

Enclosure *J*

REGISTERED MAIL

WV

3
[Handwritten signature]

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

COMMUNICATIONS SECTION
MAILED
★
OCT 1 1945
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Aug 31 4 21 PM '45

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 20, 1945

FROM : SAC, Los Angeles

SUBJECT: W. CLEON SKOUSEN
Special Agent

[Handwritten signature]

Kindly forward the personnel file of the above-named Special Agent who is presently assigned to this office.

RBH:AB

[Handwritten notes: gal, 8-21-45, etc.]

[Handwritten notes: 3-10, file, etc.]

[Handwritten number: 164]

SAC, Los Angeles

August 28, 1945

Mr. John Edgar Hoover, Director
Federal Bureau of Investigation
Field Firearms and Scientific Training Record Card of
Mr. W. Cleon Skousen

There is enclosed the Field Firearms and Scientific Training Record Card of Special Agent W. Cleon Skousen, who is now assigned to your office. He is presently in Grade CAF 12, with salary at the rate of \$5390 per annum.

Enclosure

REGISTERED MAIL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Sam

165

27

34

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 4

Page 85 ~ b6, b7C

Page 86 ~ b6, b7C

Page 103 ~ b6, b7C

Page 320 ~ b6, b7C